

SECRET

16 FEB 1959

ADMIN : Chief, RID  
: Chief, PP Staff

Chief, Records Management Staff

**Disposition of Contract Employees Personnel Folders**

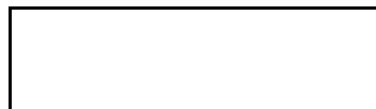
1. At your request we have secured the concurrence of Mr. [redacted] Executive Officer, Office of Personnel in the following disposition of contract employees personnel folders accumulated by DD/P.

Description:

Consists of official personnel folders containing copies of papers which document the employees services with the Agency on a contract basis. Folders contain signed copies of personal services contracts, amendments, if any, personal identifying data as, name, date of birth, address, dependents, etc., letters of instruction signed by the employee and case officer, security clearances, secrecy agreements, training and cover notices, pay instructions, applicable cables, excerpts from dispatches, report of medical evaluation (if applicable), memorandum copy of notice of termination of contract, and other support papers as necessary. File maintained alphabetically.

Disposition Instructions

Temporary. Upon termination of employee's services screen and destroy duplicate materials, place folder in inactive file; cut off inactive file at end of each calendar year and transfer to Records Center one year later; (1) Destroy at Records Center 75 years after birth of employee or 60 years after date of earliest document in folder if date of birth not available, provided employee has been separated or retired for at least 5 years or (2) destroy 5 years after death of employee, whichever is sooner.



25X

SECRET

New Items - Office of Personnel - Records Control Schedule  
Schedule 40-57

Office of The Director

<u>Item</u>	<u>Title</u>
3	Review Board Files
12	Employee Locator File

Selection Staff

72	Biographic Profile Records
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Personnel Procurement Division-Office of The Chief

85	Employee Record Card File
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Specialized Recruitment  
Branch

98	Clerical Source Card File
99	Lead/Source Index
100	Lead/Source Locator Index
103	J.O.T. Recruitment Activity File
112	Statistical Machine Listings
113	Personnel Folder Log

Clerical Recruitment  
Branch

122	Cost Analysis File
123	Statistical Machine Listings

Departmental Recruitment  
Branch

131	Cost Analysis File
132	Statistical Machine Listings

Personnel Assignment Division-Office of the Chief

145	Selective Service File
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Clandestine Services  
Branch

191  
192

Personnel Folder File  
Career Service Record Card File

Clerical Placement  
Branch

203

Employee Summary Worksheet Files

Records And Services Division

Central Processing  
Branch

332

Domestic Travel Account File

Statistical Reporting  
Branch

345

Personnel Action File

Transaction And Records  
Branch

354

Personnel Folder Loan Request File

Position Evaluation Division

Clandestine Services  
Branch

291

Position Evaluation Officers Working File

Intelligence Branch

Note: This Branch is a split-off from the former Overt Branch. Items are likewise parts of the original files of the Overt Branch.

Contract Personnel Division

Special Contracting  
Branch

384

Administrative Plans File

Changes in Item Numbers  
Office of Personnel Records Control Schedule

<u>Schedule 40-56</u>	<u>Schedule 40-57</u>
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3	1
4	Discontinued
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26	Discontinued
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32	Discontinued
33	Discontinued
34	Discontinued
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36	36a
37	Discontinued
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47	Discontinued
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Schedule 40-56 (continued)

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Schedule 40-56 (continued)

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Schedule 40-57 (continued)

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Schedule 40-56 (continued)

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Schedule 40-56 (continued)

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Schedule 40-57 (continued)

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Schedule 40-57 (continued)

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**RECORDS MANAGEMENT PROGRAM**

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**RECORDS CONTROL SCHEDULE  
FOR THE  
OFFICE OF PERSONNEL**



SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 40-57) for the  
Office of Personnel is approved and authority  
hereby given to implement the disposition in-  
structions contained therein.

Preparation and Review:

27 February 1958  
Date

Approved:

2 April 1958  
Date

Branch

2 April 1958  
Date

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REAPPROPS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

**SECRET**

SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Office of the Director

SIC

25

TITLE

DATE

AB-20/Per

87-458

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

OFFICE SUBJECT FILE

Consists of correspondence, reports, and other papers which document the policy and procedures pertaining to the preparation and execution of the Agency's Personnel Management Program. File also contains program material documenting particular phases of personnel management activities and special briefing material prepared for various committees. Filed alphabetically by subject. (1947-1957)

4.4

Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to the Records Center 2 years thereafter.)

2

TOP SECRET FILE

Consists of correspondence, reports, and other papers classified Top Secret, maintained in a separate file because of their security classification. Filed alphabetically by subject. (1950-1957)

1.0

Dispose of in accordance with disposition instructions for papers to which the TS document relates.

3

REVIEW BOARD FILES

Consists of the official record copies of the minutes, transcripts and proceedings of the Employment Review Board and the Special Employment Review Board. These Boards are convened to review, consider, and make recommendations on employee problem cases. File also contains case files on those cases considered by the Boards. Cases are arranged alphabetically by case and minutes are filed chronologically. (1952-1956)

1.6

Permanent. Disposal not authorized. Retain in current files area indefinitely.

**SECRET**

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
4	<p>PROGRESS REPORTS FILE</p> <p>Consists of semi-annual and annual reports which are submitted to the Director of Personnel. These reports document the activities of the Division and Staff elements of the Office and provide statistics and information on program requirements for preparation of the budget. Filed chronologically by fiscal year. (1955-1957)</p>	.2	Permanent. Disposal not authorized. Retire to Records Center when 2 years old.
5	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1957)</p>	4.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
6	<p>BUDGET AND ALLOTMENT FILE</p> <p>Consists of the Office copy of budget estimates, advice of allotment authorizations, budget analysis and allotment requests, miscellaneous obligation records, analysis of allotment transactions, and related papers. Filed chronologically by fiscal year. (1955-1958)</p>	2.9	Temporary. Destroy 4 years after lapse of appropriation. (Cut off upon lapse of appropriation; destroy 4 years thereafter.)
7	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of authorized Agency positions, rosters by date of grade, and rosters arranged alphabetically by name used for reference purposes and in preparation of the budget. Filed chronologically. (1957)</p>	.4	Temporary. Destroy 2 months after close of fiscal year involved.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
8	EMPLOYEE SUGGESTION FILE	1.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
9	FITNESS REPORT FILE	2.0	Temporary. Destroy upon separation, or transfer of employee.
10	OP MEMORANDUM FILE		
	Consists of administrative issuances (Office of Personnel Memorandum) and a register which is used to assign control numbers to the memorandums. These memorandums are prepared and issued by the Office of Personnel as directives and to supplement Agency regulatory issuances.		
	a. Number Register. (1954-1957)	.1	Temporary. Destroy when 4 years old. Retire to Records Center when 2 years old
	b. Office of Personnel Memorandums. Filed numerically. (1951-1957)	2.1	Permanent. Disposal not authorized. (Designate 1 copy of each issuance as a record copy. Cut off record copy file at end of each year; transfer to Records Center 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	LOG FILE	.4	Disposal not authorized. Retain in Current files area indefinitely.
12	EMPLOYEE LOCATOR FILE	.1	Temporary. Destroy upon transfer or separation of employee.
13	REFERENCE PUBLICATIONS FILE	8.5	Temporary. Destroy when no longer needed for reference purposes.
14	LIBRARY MATERIAL	6.8	Temporary. Return to Library when no longer needed for reference purposes.

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Record of receipt and dispatch of Top Secret material maintained primarily for security purposes. Consists of the Office copies of Forms 38-14, 311 and 312. Filed chronologically.  
(1954-1957)

Consists of Form ~~37-6~~ <sup>642</sup>, Personnel Information Card, used as an employee locator on OP personnel only. Card contains employee name, office, phone extension, home address, etc. Arranged alphabetically by name.  
(Current)

Consists of regulations, notices, OPM's OGC Opinions, Handbooks, etc., maintained for reference purposes.

Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.

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RECORDS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO.

40-574

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Office of the Director, Career Management Officer's Files

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
15	<p>CAREER MANAGEMENT WORKING FILES</p> <p>Consists of correspondence, rosters of personnel, test material, public laws, orientation schedules, training brochures, and similar material. This file is used by the Career Management Officer in coordinating and planning assignments and training for personnel with SP career designations. No arrangement. (1954-1957)</p>	1.5	Temporary. Screen annually and destroy superseded or obsolete material.
16	<p>PERSONNEL CAREER SERVICE BOARD FILE</p> <p>Consists of the Official minutes, agenda, reports, and supporting papers documenting the activities of the Personnel Career Service Board. These minutes have been approved by the Director of Personnel. Filed chronologically. (1956-1957)</p>	.2	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
17	<p>CAREER SERVICE QUARTERLY REPORT</p> <p>Consists of the original copies of reports containing information on the activities of the Personnel Career Service Board. These reports are prepared quarterly for the Director of Personnel. Filed chronologically. (1955-1957)</p>	.1	Temporary. Destroy when 2 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
18	<p>CAREER PLANS FILE</p> <p>Consists of case files prepared for employees with SP career service designations who wish to participate in the Career Service Training Program. These files contain 5-year training plans prepared by the employee, Form 277, Career-Staff Biographic Brief, and related material used by the Career Service Board in reviewing and selecting participants. Copies of pertinent papers are placed in the Official Personnel Folder of the individual. Filed alphabetically by name. (1956-1957)</p>	.1	<p>Temporary. Destroy after completion of training and appropriate documentation has been placed in the Official Personnel Folder.</p> <p><i>also Form 1030, Career Preference Outline.</i></p>
19	<p>TRAINING REQUEST FILE</p> <p>Consists of requests from employees who desire to participate in internal training or training at a non-CIA facility. Requests are reviewed by the Career Management Officer and original copies are forwarded to the Registrar's office, Office of Training. Maintained for reference purposes. Filed chronologically. (1957)</p>	.1	<p>Temporary. Destroy when 1 year old.</p>
20	<p>TRAINING RECORD FILE</p> <p>Consists of a loose-leaf binder containing a record of personnel with SP Career service designations who have attended Agency training courses. Record contains name, type of training requested, date training began and ended, etc. Arranged organizationally. (1953-1957)</p>	.3	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
21	FIELD REASSIGNMENT FILE	.1	Temporary. Destroy upon reassignment.
	<p>Consists of Form 202, Field Reassignment Questionnaire and related correspondence maintained on employees who are scheduled for return from the field. Form contains information on present assignment, duties and responsibilities, employee preference for next assignment, etc., and is used for advance planning of the individuals next assignment. Filed chronologically. (1956-1957)</p>		
22	CONVENIENCE FILE (Reading)	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
	<p>Consists of extra copies of outgoing correspondence maintained for convenience of reference by the Career Management Officer. This file is to be discontinued. Filed chronologically. (1955-1957)</p>		

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**SECRET**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

REAPPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-00437A000100260001-4

SECRET

SCHEDULE NO.

49-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25

Personnel, Office of the Director, ~~Plans Staff~~

*Projects & Procedures Staff*

TITLE

*Records to establish*

*6 Dec 57*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
23	<p><b>STAFF SUBJECT FILE</b></p> <p>Consists of material pertaining to the formulation, development, and coordination of policies, regulations, and standards to govern a program of Agency-wide personnel management. This file reflects personnel management practices as prescribed by congressional legislation, the Civil Service Commission, and CIA Regulation. Arranged numerically by assigned numerical code.</p> <p>(1948-1957)</p>	9.0	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter except material of current reference value which will be placed in current file.)
24	<p><b>STAFF WORKING FILES</b></p> <p>Consists of files maintained by individual Personnel Research Officers and the Chief, Plans Staff. These files contain training memorandums, regulations, copies of the Career Council agenda, orientation schedules, and other papers collected and maintained for background information and reference purposes. Filing arrangement varies with each file.</p> <p>(1950-1957)</p>	.6	Temporary. Destroy when no longer needed for reference purposes.
25	<p><b>PROGRESS REPORTS FILE</b></p> <p>Consists of semi-annual and annual reports summarizing accomplishments and developments in the staff. File also contains reference copies of reports from other Divisions and Staffs. Filed chronologically.</p>	.7	Temporary. Destroy when 1 year old.

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ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
26	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1957)</p>	2.2	<p>Temporary. Destroy when 2 years old. Cut off at end of each year; destroy 2 years thereafter.)</p>
27	<p>LEGISLATION FILE</p> <p>Consists of case files prepared on proposed or pending legislation and legislation passed by the Congress. Files contain correspondence with the Legislative Counsel, Congressional Records, notices of pending legislation, House and Senate Bills, etc. This material is used in the development of regulatory issuances to comply with legislation and in making evaluations, recommendations, and proposals to the Director of Personnel and the Legislative Counsel on legislation affecting Agency Personnel policies. Filed alphabetically by subject. (1953-1957)</p> <p>a. Newspaper clippings and Congressional Records.</p> <p>b. All other material.</p>	3.5	<p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter except material of current reference value which will be placed in current files.)</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
28	<p>PROPOSED LEGISLATION LOG</p> <p>Consists of a loose-leaf binder containing a record of Staff comments submitted to the Legislative Counsel on proposed legislation. Arranged alphabetically by subject and chronologically thereunder. (1955-1957)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
29	<p>REGULATORY ISSUANCE CASE FILES</p> <p>Consists of case files maintained on regulatory issuances initiated and developed by the Staff and those received by the Staff for review and coordination.</p> <p>a. Staff developed issuances (20 series and OPM's) Files contain the background information on the development of the issuances such as Executive Orders, related legislation, draft copies of proposed issuances, coordinations, concurrences, authentications, etc. Filed numerically by issuance number. (1952-1957)</p> <p>b. Regulatory issuance review file. Files contain copies of the proposed issuances and copies of the Staff's comments, proposals, concurrences, and objections. Arranged numerically by issuance number. (1953-1957)</p>	7.8	<p>Temporary. Destroy 1 year after issuances are published in the Personnel Handbook Series.</p>
		5.0	<p>Temporary. Destroy when 2 years old. (Place in inactive file upon completion of final action by the Staff; cut off at end of each year and destroy 2 years thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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30	<p>OPM FILE</p> <p>Consists of administrative issuances (Office of Personnel Memorandum) prepared and issued by the Staff to supplement Agency regulatory issuances. Record copies are maintained in the Office of the Director of Personnel. Filed numerically by memorandum number. (1952-1957)</p>	.8	Temporary. Destroy when superseded or obsolete.
31	<p>STAFF SURVEY FILE</p> <p>Consists of various staff studies and surveys conducted by members of the Staff to determine the effectiveness and to make recommendations on the Agency's personnel management practices. Studies and surveys were conducted on a one-time basis. No arrangement. (1953-1957)</p>	.7	Temporary. Destroy when superseded or obsolete.
32	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, maintained on each Staff employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Staff personnel. Filed alphabetically by name. (Current)</p>	.1	Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within the Agency.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
33	MAIL LOG  Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail, legislative material, regulations, notices, etc., received by the Staff. Arranged chronologically. (1956-1957)	.2	Temporary. Destroy when 1 year old.
34	REFERENCE MATERIAL  Consists of published material such as Federal Registers, Army Regulations, Press Releases, CIA Regulations, Notices, Handbooks, etc., maintained for reference purpose.	17.0	Temporary. Destroy when no longer needed for reference purposes.
35	LIBRARY MATERIAL  Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	21.0	Temporary. Return to Library when no longer needed for reference purposes.
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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

**SECRET**

RECORDS CENTER RELEASED 2005/11/21 : CIA-RDP78-00487A000100260001-4

SECRET

SCHEDULE NO.

100574

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Deputy Director of Personnel For Planning and Development

SI

25

TITLE

DD/Pers/PPD 10 Jan 58

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

36

# SUBJECT FILES

## a. DD/Pers/PPD Subject File

Consists of correspondence, reports, studies, charts, and similar material used in administering and conducting the personnel management activities throughout the Agency and in advising the Director of Personnel on these activities. This file also contains information on the development and formation of the Career Service. Arranged numerically by basic regulation number.

(1952-1957)

5.5

Permanent. (Screens selectively annually and destroy duplicate and non-record material. Cut off at end of each year; transfer to Records Center 1 year thereafter.)

## b. Development Staff Subject File

Consists of correspondence, reports, agenda of meetings, transcripts, and similar material maintained by the now defunct Development Staff. This file contains information on the administration of the Junior and Senior Career Development Programs; monitoring of the Career Services and was used in providing guidance to Career Boards, Panels, and Career Management Officers on the principles and techniques of career development. This function was transferred to the Office of Training. Arranged by subject.

(1955-1956)

2.9

Temporary. Destroy when 3 years old. (Retire to Records Center, except policies and procedures which will be placed in a. above.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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37	<p>PROGRESS REPORTS FILE</p> <p>Consists of retained copies of semi-annual and annual progress reports prepared by the Staffs and submitted to the Director of Personnel thru the DD/Pers/PD. Reports contain summaries of accomplishments and outline future plans. Filed chronologically.</p> <p>(1952-1957)</p>	.4	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
38	<p>CAREER SERVICES QUARTERLY REPORTS</p> <p>Consists of reports received from the Career Services and summary reports prepared by the Office. These reports contain information on the activities of the various Career Service Boards and are used for planning purposes. This reporting system is to be discontinued.</p> <p>a. Career Service Board Reports. Arranged organizationally and chronologically thereunder.</p> <p>(1952-1957)</p> <p>b. Staff Summary Reports. Filed chronologically.</p> <p>(1952-1957)</p>	.6       .6	<p>Permanent. Disposal not authorized. (Cut off at end of each year; retire to Records Center 1 year thereafter.)</p> <p>Attach to related Career Service Board Reports and retire to Records Center.</p>
39	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p>	1.3	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
40	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p>COUNCIL, BOARD, COMMITTEE, AND PANEL FILES</p>	SECRET	
	<p>Consists of the official minutes, agenda, transcripts, reports, and supporting papers documenting the activities of the various boards, committees, panels, etc. These boards, committees, panels, etc., were convened to examine and develop policies and procedures on the Agency's Personnel Management Program, and to select personnel for membership in the Career Staff.</p>		
	<p>a. Career Council Files. Arranged numerically by meeting number. (1953-1957)</p> <p>b. Career Service Board Files (predecessor of the Career Council.) Arranged numerically by meeting number. (1952-1953)</p>	<p>3.5</p> <p>.3</p>	<p>Permanent. Disposal not authorized. (Out off at end of each year; transfer to Records Center 5 years thereafter.)</p> <p>Permanent, Disposal not authorized. Retire to Records Center when 5 years old.</p>
	<p>c. Career Council Index. Consists of two sets of 3"x5" cards which serve as an index to council meetings and the decisions made or items discussed at the meetings. Arranged alphabetically by subject or numerically by council meeting as appropriate. This index is no longer being used. (1956)</p>	.1	<p>Temporary. Destroy present accumulation immediately.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
41	<p>HONOR AWARDS CASE FILES</p> <p>Consists of case files on employees who have received Honor Awards and those who have been recommended to receive such awards. Files contain the recommendation, notice of award presentation, acknowledgement of receipt of award, and miscellaneous correspondence pertaining to the meritorious achievement or service and the presentation of the award. Copies of Form 382, Report of Honor Awards Board, are placed in the Official Personnel Folders of individuals receiving Honor Awards. Filed alphabetically by name. (1953-1957)</p>	2.0	Temporary. Destroy 5 years after death of individual.
42	<p>HONOR AWARDS NUMBER REGISTER</p> <p>Consists of a register used to assign control numbers to recommendations for honor awards received by the <del>State</del> <i>State Office</i>. Register contains name, date recommendation received, number assigned, and Board action. Arranged numerically. (1953-1957)</p>	.1	Permanent. Disposal not authorized. Begin new register each year; transfer to Records Center when 5 years old.
43	<p>HONOR AWARDS BOARD MEETING FILE</p> <p>Consists of the official minutes, reports and other correspondence related to the meetings of the Honor Awards Board. File contains information on recommendations for awards considered and approved, proposed regulations, security implications in presenting awards, the procurement and design of medals, and similar information documenting the activities of the Board. Arranged numerically by Board meeting number. (1953-1957)</p>	2.0	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 3 years thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
44	<p>POLICY MAKING STUDIES - PERSONNEL ADMINISTRATION</p> <p>Consists of material accumulated by various groups, committees, and task forces organized to study and make recommendations on the Agency's Personnel Management Program. These files contain committee or group proposals, minutes of meetings, findings, recommendations, final reports, etc.</p> <p>(1950-1954)</p>	.3	Permanent. Disposal not authorized. Retire to Records Center.
45	<p>PERSONNEL FOLDER FILE</p> <p>Consists of case files maintained on personnel of the Staff elements and the immediate office of the DD/Pers/PD. These files contain copies of documents filed in the Official Personnel Folders and similar material used in administering the activities of Office and Staff personnel. Filed alphabetically by name.</p> <p>(Current)</p>	.3	Temporary. Destroy when no longer needed for reference or upon transfer or separation of employee.
46	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of a Time and Attendance Report maintained on personnel of the Staff elements and the immediate office of the DD/Pers/PD as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically.</p> <p>(1956- 1957)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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47	<b>TRAINING FILE</b>  Consists of a record of training courses attended by Staff and office personnel. Record contains name of employee, date and names of courses attended, etc., maintained for reference purposes. Arranged alphabetically by name. (1956-1957)	.1	Temporary. Destroy when no longer needed for reference purposes.
48	<b>TOP SECRET LOG</b>  Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Consists of the Office copy of Form 38-14. Filed chronologically. (1955-1957)	.1	Disposal not authorized. Retain in current files area indefinitely.
49	<b>REFERENCE MATERIAL</b>  Consists of published material such as Agency Regulations and Notices, registers, pamphlets, handbooks, and publications from other sources maintained for reference purposes.	5.6	Temporary. Destroy when no longer needed for reference purposes.
50	<b>LIBRARY MATERIAL</b>  Consists of library books, dictionaries, pamphlets, guides, manuals, etc., maintained for reference purposes.	1.0	Temporary. Return to Library when no longer needed for reference purposes.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			

**SECRET**

Approved For Release 2005/11/24 : CIA-RDP78-00487A000100260001-4

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

OFFICE, DIVISION, BRANCH		SCHEDULE NO.
Personnel, Mobilization Staff		25
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)
51	STAFF SUBJECT FILE  Consists of correspondence with the Office of Defense Mobilization, the Secretary of Defense, the Director of Central Intelligence, and related reports and studies pertaining to the present, future, and emergency manpower requirements of the Agency. File is used in developing plans and recommendations concerning Agency policies and procedures on these requirements and in conducting liaison with ODM and the Department of Defense in support of the Agency's long-range mission. Arranged by subject.  (1954-1957)	2.0
52	STAFF WORKING FILE  Consists of correspondence, special reports, tabulations, organization code manuals, and similar material used in administering the daily activities of the Staff. No arrangement.  (1954-1957)	1.6
DISPOSITION INSTRUCTIONS		
Permanent. Disposal not authorized. (Cut off file every other year; transfer to Records Center 1 year thereafter.)		
Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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53	PROGRESS REPORTS FILE		
	<p>Consists of semi-annual and annual reports containing summarized information taken from the activity reports and a statement of program accomplishments. Filed chronologically.</p> <p>(1954-1957)</p>	.1	Temporary. Destroy when 1 year old.
54	CONVENIENCE FILE (Reading)		
	<p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1954-1957)</p>	.8	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
55	WAR PLANS FILE		
	<p>Consists of estimates on country and area war plans. Basic plans are received by the Staff and used as a basis for preparing estimates on personnel requirements for those plans. File contains summaries of the mobilization plans including the mission, cover, and types of personnel required, operations plans, Emergency Series T/O's, and similar types of material which become annexes to the Master Plan held by the DD/P.</p> <p>(1954-1957)</p>	1.6	Permanent. Disposal not authorized. Retain in current files area indefinitely.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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56	<p>CLANDESTINE SERVICES OPERATIONS PLANNING FILE</p> <p>Consists of preliminary estimates, comments, operational programs, cover requirements, personnel requirements, etc., used by the Staff in preparing estimates of personnel requirements, in support of clandestine planning. Arranged by subject. (1954-1957)</p>	.6	Permanent. Disposal not authorized. Retain in current files area indefinitely.
57	<p>MOBILIZATION PERSONNEL REQUIREMENTS FILE</p> <p>Consists of personnel requirements initiated by operating offices, Base Status Reports, preliminary organization charts, memorandums, and related material used in estimating the Agency's mobilization personnel requirements. These requirements are compiled and submitted to the Department of Defense on a fiscal year basis. Arranged organizationally. (1954-1957)</p>	.7	Permanent. Disposal not authorized. (Cut off file every other year; transfer to Records Center 1 year thereafter.)
58	<p>RESERVE PREFERENCE OF DUTY FILE</p> <p>Consists of statements of preference for duty assignments (in case of a National Emergency) prepared by reserve personnel of the Agency. These statements indicate the desire of reservists to either remain with the Agency or be assigned to active military duty and are used for planning purposes in establishing requirements which may be placed on the Department of Defense. Arranged organizationally and by reserve category thereunder. (Current)</p>	1.0	Temporary. Destroy when superseded or obsolete.
<p>Form 1102, Statement of Mobilization Preference.</p>			
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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59	RESERVE STATUS CARD FILE	SECRET	
	Consists of 3"x5" cards containing information on the status of reserve personnel in the Agency used for reference purposes. This information is now obtained from machine listings. Filed alphabetically by name. (1953-1955)	.5	Temporary. Discontinue future maintenance of this file. Destroy <del>present</del> present accumulation immediately.
60	PROJECT CONTROL LOG		
	Consists of a loose-lead binder used to assign control numbers to projects conducted by, or being commented on by the Staff. File contains an index to the project and a chronology of actions taken by the Staff on each project. Arranged numerically by project number. (1955-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year after completion of last project on log.)
61	MACHINE LISTINGS		
	Consists of machine listings containing rosters of civilian and reserve personnel and statistical information on reserve categories, membership in training units, authorized Agency positions, etc., maintained for reference purposes. (1954-1957)	2.8	Temporary. Destroy selectively upon receipt of new listings.
62	TIME AND ATTENDANCE FILE		
	Consists of an unnumbered form maintained on Staff personnel as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically. (1955-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	SECRET		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
63	<p><b>TOP SECRET LOG</b></p> <p>Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Consists of the office copies of Forms 38-14 and 60-75. Filed chronologically. (1955-1957)</p>	1.	Disposal not authorized. Retain in current files area indefinitely.
64	<p><b>MAIL LOG</b></p> <p>Record of the receipt and dispatch of mail received by the Staff except Top Secret. Separate logs are maintained for incoming and outgoing material. Arranged chronologically. (1955-1957)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter,)
65	<p><b>REFERENCE MATERIAL</b></p> <p>Consists of published material such as regulations, notices, handbooks, Army Bulletins, Congressional Records, etc., maintained for reference purposes.</p>	3.4	Temporary. Destroy when no longer needed for reference purposes.

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RECEIVED FROM RECORDS 2005/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Selection Staff

DATE

6 Dec 1957

Chief, Selection Staff

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

66

#### STAFF SUBJECT FILE

Consists of correspondence, reports, (activity and progress) listings, transcripts, and other papers pertaining to the implementation of Agency Regulations for acquiring and retaining membership in the Career Staff; the development of criteria for the selection of personnel into the Career Staff; and the administrative support to the CIA Selection Board. Arranged by subject.  
(1954-1957)

2.5

Temporary. Destroy when 3 years old.  
(Cut off at end of each year; transfer to Records Center 1 year thereafter except current policies and procedures which will be retained in current file.)

67

#### EXAMINING PANEL FILES

Consists of case files maintained by the Staff for each Examining Panel meeting. Files contain Panel actions, recommendations, and other material prepared and collected by the Staff which is used by the Panel in the evaluation and initial selection of personnel for membership in the Career Staff. Filed numerically by Panel number.  
(1954-1957)

8.2

Permanent. Disposal not authorized.  
(Cut off file at end of each year; transfer to Records Center 1 year thereafter except temporary material, such as routing sheets and miscellaneous correspondence which will be destroyed prior to transfer.)

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
68	<p data-bbox="475 1041 1157 1060">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p data-bbox="280 1094 496 1113">EMPLOYEE CASE FILES</p> <p data-bbox="337 1140 824 1346">Consists of case files on employees whose applications for membership in the Career Staff have been deferred or rejected and employees who have declined membership. These files contain information pertinent to the case which is used by the Examining Panel and the Selection Board in making a final disposition of the case. Filed alphabetically by name. (1954-1957)</p> <p data-bbox="337 1367 654 1386">a. B Type Cases (deferred.)</p> <p data-bbox="337 1591 667 1610">b. C Type Cases (rejections)</p> <p data-bbox="337 1738 699 1757">c. D Type Cases (declinations.)</p>	3-2	<p data-bbox="982 1161 1458 1255"><i>Form 1148, Case Analysis of Employment Record.</i></p> <p data-bbox="982 1371 1458 1577">Permanent. Disposal not authorized. 1. Upon acceptance forward membership application to Records and Services Division. (Place all other material in an inactive file; cut off inactive file at end of each year and retire to Records Center.) 2. Upon final rejection of deferred cases place folder in C Type Case File.</p> <p data-bbox="982 1598 1458 1724">Permanent. Disposal not authorized. Retain in current files area until employee terminates. (Upon separation of employee place in inactive file; cut off inactive file at end of each year and transfer to Records Center.)</p> <p data-bbox="982 1745 1458 1885">Temporary. Destroy 1 year after employee terminates or accepts Career Staff status. (Forward letter of declination and Selection Board's approval to Records and Services Division; destroy all other material 1 year after employee terminates or accepts Career Staff status.)</p>

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
69	DEFERRED CASE SUSPENSE FILE  Consists of 5" x 8" cards prepared on employees whose applications for Career Staff membership have been deferred. Cards provide a reference to the Status of the case and information on reasons for deferment. (1954-1957)	.1	Temporary. Destroy upon final disposition of case.
70	EXAMINING PANEL FINDINGS FILE  Consists of the record copies of the findings and recommendations of the Examining Panel. These records are created as the Panel's official reports of findings and recommendations on Career Staff membership applications received. File also contains memorandums from the Selection Board on special cases. Filed chronologically. (1954-1957)	.5	Permanent. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 2 years thereafter.)
71	CIA SELECTION BOARD FILE  Consists of the official minutes, reports, and other correspondence related to the meetings of the CIA Selection Board. File contains information on Board recommendations, criteria for membership in the Career Staff, and policies and working procedures for the Board. Arranged numerically by Board meeting number. (1955-1957)	1.0	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
72	BIOGRAPHIC PROFILE RECORDS		
	<p>Consists of copies of Form 1200, Biographic Profile, and related feeder cards. The Biographic Profile serves as an authenticated current source of information on Agency personnel to be used in lieu of the Official Personnel Folder when possible for the following: Assignment of personnel; selection for special duty; career planning; long-term training; etc. Cards are used to acquire and control information received and used in the preparation of the profile.</p>		
	a. Form 1200 Biographic Profile.		
	<p>Consists of the copies received and initialed by the employee and the Original master copies prepared therefrom which are used for reproduction purposes.</p>		
	(1) Initialed copies. Arranged by service designation and alphabetically thereunder. (1957)	.9	Temporary. Destroy 6 months after information is typed on the original master reproduction copy.
	(2) Original Master Reproductions copies. Arranged by service designation and alphabetically thereunder. (1957)	.9	Temporary. Destroy only when all information is typed on new master or upon separation of employee, provided most current copy of Profile has been placed in the Official Personnel Folder.
	b. Form 1080a, Control Card, used to control the receipt and dispatch of information used in preparation of the Biographic Profile.	1.0	Temporary. Destroy upon preparation of current card or separation of employee.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
72	<p>CONTINUED</p> <p>c. Form 1200b, Biographic Profile Test Record, containing information supplied by the Office of Training such as type of tests given and the dates. (1957)</p> <p>d. 5" x8" card received from the Office of Training containing lists of training courses attended by the employee. (1957)</p>	<p>1.0</p> <p>1.0</p>	<p>Temporary. Destroy 6 months after information has been entered on Profile.</p> <p>Temporary. Destroy 6 months after information has been entered on Profile.</p>
73	<p>CAREER SERVICE INDEX</p> <p>Consists of IBM cards prepared for personnel who are members of the Career Staff, personnel processing for membership, personnel <del>desired</del> <i>desired</i> membership, and those who have declined membership. Panel and Board actions are recorded on these cards which serve as a source of reference to present membership and provide statistical data for the Staff. Arranged by status and alphabetically thereunder. (1954-1957)</p>	2.0	<p>Temporary. Destroy 1 year after separation of employee. (Screen annually and place cards of all true separations in inactive file. Cut off inactive file at end of each year; destroy 1 year thereafter.)</p>
74	<p>APPLICATION TRANSMITTAL FILE</p> <p>Consists of memorandums which were used to transmit Career Staff membership applications to the Staff from the Career Services and the Selection Board. Arranged by career service designation and chronologically thereunder. (1954-1957)</p>	1.5	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
75	<p>MEMBERSHIP APPLICATIONS LISTINGS</p> <p>Consists of listings containing the names of employees whose applications for Career Staff membership have been received by the Examining Panel and serves as a reference to the Panel meeting at which they were reviewed. Filed numerically by list number. (1954-1957)</p>	.3	Temporary. Destroy when 1 year old.
76	<p>EXAMINING PANEL MEMBERSHIP FILE</p> <p>Consists of 5" x 8" cards which contain the names of members of the Examining Panel. Cards are used as a reference when selecting members to participate in Panel meetings. Filed alphabetically by name. (Current)</p>	.1	Temporary. Destroy when superseded or obsolete.
77	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of personnel separations by Career Service, rosters of SE's and SA's eligible for Career Staff membership, rosters of personnel whose membership applications have been rejected, etc., maintained for reference purposes. Filed chronologically. (1955-1957)</p>	2.2	Temporary. Destroy upon receipt of current listings.
78	<p>LOG FILE</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of personnel folders and Biographic Profiles. Arranged chronologically. (1956-1957)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
79	<p>COURIER RECEIPT FILE</p> <p>Consists of the Staff copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1956-1957)</p>	.1	Temporary. Destroy when 1 year old.
80	<p>REFERENCE MATERIAL</p> <p>Consists of published material such as Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	1.5	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS OF THE RECORDS 005/11/21 : CIA-RDP78-00487A000100260001-4 40-57

SECRET

OFFICE, DIVISION, BRANCH

Personnel, Personnel Procurement Division, Office of The Chief

SCHEDULE NO.

SIGN

TITLE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
81	DIVISION OPERATIONAL FILE  Consists of correspondence, reports, and other papers pertaining to the operation and administration of a program of procuring new personnel through a system of nationwide recruitment, including testing and evaluation. Filed alphabetically by subject. (1951-1957)	1.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
82	DIVISION ADMINISTRATIVE FILE  Consists of correspondence, reports, and other papers pertaining to the internal operation and administration of the Division. Filed alphabetically by subject. (1953-1957)	1.6	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
83	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1957)	1.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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84	DIVISION PERSONNEL FILE	SECRET	
	Consists of copies of personnel documents which reflect the recruitment, assignment, transfer, promotion, and separation of Division employees; also includes travel orders, statements of accounts, fitness reports, and other information used in administering the activities of Division Personnel. Also contains folders on personnel who volunteered their services as recruiters during a drive. Files alphabetically by surname. (Current)	.8	Temporary. Destroy 1 year after transfer or separation. (Place in inactive file upon transfer or separation; cut off inactive file at end of year and destroy 1 year thereafter.)
85	EMPLOYEE RECORD CARD FILE		
	Consists of OF4b, Employee Record Card of each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed alphabetically by name. (Current)	.1	Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within the Agency.
86	STATISTICAL MACHINE LISTINGS		
	Consists of machine tabulations containing statistical information on recruitment activity. Includes weekly and monthly listings of security initiations, monthly security processing cancellations, and monthly statistics on personnel entering on duty maintained for reference purposes. (1956-1957)	.4	Temporary. Destroy when 1 year old.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
87	UNIVERSITY CONSULTANTS FILE  Consists of case files on consultants affiliated with colleges and universities. Contains justification for consultant, personal service contract, request for personnel action, travel voucher, travel expense record, and related correspondence. This information is utilized in the administration of consultants who serve as referral agents or "spotters" in the search for promising students for possible Agency employment. Filed alphabetically by surname.  (Current)	1.5	Temporary. Destroy 1 year after termination of services. (Place in inactive file upon termination of services; destroy 1 year thereafter.)
88	UNIVERSITY CONSULTANTS SUBJECT FILE  Consists of correspondence, reports, and other papers pertaining to the utilization of university consultants. This file is related to the above item and contains subject matter too broad to be filed by individual consultant. Filed by subject.	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
89	LIBRARY MATERIAL  Consists of bound library books; dictionaries, guides, manuals, etc., maintained for reference purposes.	26.0	Temporary. Return to Library when no longer needed for reference purposes.
90	REFERENCE PUBLICATIONS FILE  Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.	5.0	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO. 00487A000100260001-4 57

SECRET

OFFICE, DIVISION, BRANCH

Personnel, Personnel Procurement Division, Specialized Recruitment Branch

CONCURRENCE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
91	BRANCH SUBJECT FILE  Consists of correspondence, reports, and other papers pertaining to the operation of a recruitment activity in the specialized, professional, technical, and cover fields. (1951-1957)	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
92	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1957)	.9	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
93	ADMINISTRATIVE ISSUANCES FILE  Consists of copies of CIA Regulations and Notices, PPD Newsletters, SRB Memorandums. Filed chronologically or numerically as appropriate.	3.6	Temporary. Destroy when superseded or obsolete.
94	PERSONNEL REQUISITION FILE  Consists of copies of Form <del>37-92</del> <sup>10-78</sup> Personnel Requisition Inventory Card. These 3"x5" cards represent recruitment requests initiated by the various Offices and are used in furnishing copies to recruiters to serve as guides for recruiting. Arranged by requesting office and numerically thereunder. (1950-1957)	1.7	Temporary. Destroy when request is filled or cancelled.

## FILES IDENTIFICATION

## VOLUME

## DISPOSITION INSTRUCTIONS

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**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
95	<p>PERSONNEL REQUIREMENT FILE</p> <p>Consists of correspondence and lists pertaining to the personnel requirements of the various Offices and serves as a general guide to the type of personnel required. Also contains personnel requisitions not formalized on Form <del>37-92</del> (1954-1957) <i>107B</i></p>	1.0	Temporary. Destroy when superseded or obsolete.
96	<p>FIELD REFERRAL FILE</p> <p>Consists of copies of Form 451, Field Referral Record. These records are initiated at the request of various offices and serve as a request for interview of applicants. Original of Form 451 is sent to a recruiter who will conduct the interview, and, is returned to SRB accompanied by Form <del>37-117</del>, Report of Interview, for processing and forwarding to Records &amp; Services Division. Filed alphabetically by State and thereunder by individual. (1956-1957) <i>107C</i></p>	.7	Temporary. Destroy upon receipt of original from field.
97	<p>RECRUITMENT SOURCE FILE</p> <p>Consists of correspondence, reports, listings, and other papers containing information on personnel available from various sources. The file provides a source of information on possible applicants. Filed alphabetically by source. (1952-1957)</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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98	<p>CLERICAL SOURCE CARD FILE</p> <p>Consists of Form 916, Clerical Source Card, containing information on clerical applicants and the schools which they have attended. Serves as a source of information on schools which may be leads or sources for clerical personnel. (1955-1956)</p>	.4	Temporary. Destroy when no longer needed for reference purposes.
99	<p>LEAD/SOURCE INDEX</p> <p>Consists of Form 37-146, Manpower Source Data Card (5"x8") containing information on individuals, colleges, companies, employment offices, and other personnel procurement leads and sources. The file serves as a source of information on contacts who may furnish leads to qualified applicants. This index is now being converted to a specialization type index.</p> <p>a. Master Index, filed alphabetically by name of lead or source.</p> <p>b. Duplicate cards, filed alphabetically by State</p>	<p>1.1</p> <p>1.7</p>	<p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Destroy when superseded or obsolete.</p>
100	<p>LEAD/SOURCE LOCATOR INDEX</p> <p>Consists of Form 650, Locator Card Lead/Source Index (5"x8"), on each field of specialization. The cards list the names of leads and sources by specialization and provide a cross reference to the Lead/Source Index. Filed numerically by specialization code. (Current)</p>	.3	Temporary. Destroy when superseded or obsolete.



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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101	UNIVERSITY LEAD/SOURCE FILE  Consists of case files on colleges and universities. Contains correspondence, reports of interview, reports of contact on leads or sources, and other papers pertaining to the utilization of specific college leads and sources. Filed alphabetically by name of college. (1951-1957)	8.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)  <i>Form 190, Report of Academic Recruitment (?)</i>
102	FORD FELLOWS FILE  Consists of a loose-leaf binder containing correspondence and a brief resume of all students who are recipients of Ford Foundation Grants. These students are possible candidates for Agency employment and the J.O.T. program. Arranged alphabetically by surname. (1956-1957)	.2	Temporary. Destroy when no longer needed for reference purposes.
103	J.O.T. RECRUITMENT ACTIVITY FILE  Consists of Form 858, JOT Recruitment Activity Record containing information on personnel contacted for possible use in the JOT program. Card also contains information on colleges or schools attended by these contacts which may be used as future leads or sources for qualified personnel. Arranged alphabetically by name. (1955-1957)	.5	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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104	<p><b>COST ANALYSIS FILE</b></p> <p>Consists of Form 548, Recruitment Activity Cost Analysis Record, containing information on the cost of recruitment activity. The information is used as the basis for the preparation of Form 212, Recruitment Activity Statistical Report, and other periodic reports. One of these 5"x8" cards is maintained on each Branch employee. Filed alphabetically by name.</p> <p>(1956-1957)</p>	.1	Temporary. Destroy upon preparation of related annual reports.
105	<p><b>REPORT OF INTERVIEW FILE</b></p> <p>Consists of extra copies of Form 182, Report of Interview, prepared by the recruiter on each contact interviewed. Provides a record of all interviews conducted by each recruiter. Filed alphabetically by recruiters name and thereunder by name of contact.</p> <p>(1952-1957)</p>	5.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
106	<p><b>INDICES CHECK FILE</b></p> <p>Consists of Form 491, Request for Indices Check, requesting security clearance to contact an individual for possible Agency employment or to use an individual as a lead source. Filed by status of the request (pending or completed) and thereunder alphabetically by surname.</p> <p>(1955-1957)</p>	.1	Temporary. Destroy 1 year after receipt of completed request. (Cut off "completed" file at end of each year; destroy 1 year thereafter.)

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**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
107	LANGUAGE TEST FILE  Consists of copies of foreign language reading tests used by recruiters for testing field contacts. Includes both the foreign and English texts. Filed alphabetically by language.	1.0	Temporary. Destroy when superseded or obsolete.
108	APPLICANT SUSPENSE FILE  Consists of case files on possible employees. Includes SF52, Request for Personnel Action; Form 377, Request for Security Clearance; Form 193, Personal History Statement, and related papers. Serves as a suspense file until determination is made as to whether or not individual is an active candidate for employment. Filed alphabetically by surname. (Current)	.5	Temporary. Transfer to R&SD if individual is active candidate for employment; destroy all others.  <i>Form 193, Qualifications Supplement - FH5, as quoted, is used for applicant follow-up by QAB/POD.</i>
109	RECRUITERS' ACTIVITY FILE  Consists of case files on SRB recruiters. Includes correspondence to and from the recruiter, notes on telephone conversations, assignments, activity reports, and other papers pertaining to the recruiters activities. Filed alphabetically by surname of recruiter. (1951-1957)	.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
110	<p>RECRUITERS' TRAVEL FILE</p> <p>Consists of case files on recruiters travel. Includes travel orders, travel vouchers, mileage work sheets, statement of accounts, requests for advance of funds, and related papers. Filed alphabetically by surname of recruiter. (1951-1957)</p>	1.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
111	<p>RECRUITERS' WORKING FILES</p> <p>Consists of copies of correspondence, interviews, tests, college brochures, regulations, newsletters, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file. (1952-1957)</p>	3.0	Temporary. Destroy when no longer needed for reference purposes.
112	<p>STATISTICAL MACHINE LISTINGS</p> <p>Consists of machine tabulations containing statistical information on recruitment activity. Includes weekly and monthly listings of security initiations, monthly security processing cancellations, and monthly statistics on personnel entering on duty. This information is posted to Form 548, Recruitment Activity Cost Analysis Record and is used in completing Form 212, Recruitment Activity Statistical Report. (1957)</p>	.1	Temporary. Destroy upon preparation of annual Recruitment Activity Statistical Report (Form 212).

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
113	<p>PERSONNEL FOLDER LOG</p> <p>Consists of 3"x5" cards which contain a record of the receipt and dispatch of Personnel Folders charged to the Branch. (1955-1957)</p>	.1	<p>Temporary. Destroy when 1 year old. Cut off at end of each year; destroy 1 year thereafter.)</p>

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SCHEDULE NO.

37A000100260001-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Procurement Division, Clerical Recruitment Branch

25

10/58

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
114	BRANCH SUBJECT FILE  Consists of correspondence, reports, and other papers pertaining to the operation of a recruitment activity for Agency clerical positions. Filed alphabetically by subject. (1956-1957)	1.8	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
115	REFERRAL CARD FILE  Consists of 3"x5" cards containing information on individuals who were referred to the Branch for possible Agency employment as clerks and typists. The names of these individuals were referred by Agency employees at the request of the Office of Personnel. Filed alphabetically by surname. (1957)	.1	Temporary. Destroy 1 year after completion of Branch processing. (Place in inactive file upon completion of Branch processing; destroy 1 year thereafter.)
116	FUTURE PROSPECT FILE <i>N.T. - Field Rejection Card</i>  Consists of Form 87 (3"x5" card, no title) containing information on individuals who were interviewed for positions but were rejected because there were no openings at that time. Serves as a source of information on possible applicants for specific types of positions. Filed by position title and thereunder by surname. (1955-1957)	.1	Temporary. Destroy upon final rejection or declination.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
117	<p>APPLICANT SUSPENSE FILE</p> <p>115Z z</p> <p>Consists of case files on possible employees. Includes SP52, Request for Personnel Action; Form 377, Request for Security Clearance; Form 193, Personal History Statement, and related papers. Serves as a suspense file until determination is made as to whether or not individual is an active candidate for employment. Filed alphabetically by name of recruiter and thereunder by surname of applicant. (1956-1957)</p>	.5	<p>Temporary. Transfer to R&amp;SD if individual is active candidate for employment; destroy all others.</p>
118	<p>LEAD/SOURCE FILES</p> <p>444</p> <p>Consists of 5"x8" cards and letter size forms containing information on colleges, universities, and other personnel procurement leads and sources. The files serve as a source of information on contacts who may furnish leads to qualified applicants.</p> <p>a. Form 37-146, Manpower Source Data Card (5"x8"), and similar forms on lead/sources in areas covered by full time recruiters. Filed alphabetically by State and thereunder by city and college. (Current)</p> <p>b. Letter-size form (no title) of lead/sources in areas not covered by full-time recruiters. Filed alphabetically by state. (Current)</p>	<p>.6</p> <p>.2</p>	<p>Form 765, Lead/Source Data Record</p> <p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Destroy when superseded or obsolete.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<div style="text-align: center;"> <b>SECRET</b>            Approved For Release 2005/11/18 : CIA-RDP78-00487A000100260001-4         </div>			
119	REPORT OF INTERVIEW FILE <i>and 152b, clerical &amp; Communications Report of Interview.</i>  Consists of Form 182, Report of Interview, Form 182a, VITA, and related papers which provide a record on each contact interviewed and the disposition of each case. The file contains copies of Form 182 on those who are acceptable, and Form 182a on those rejected or who did not respond. Filed alphabetically by recruiter's name and thereunder by name of contact. (1956-1957)	5.8	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
120	RECRUITERS' TRAVEL FILE  Consists of case files on recruiters' travel. Includes travel orders, travel vouchers, mileage work sheets, statements of accounts, requests for advance of funds, and related papers. Filed alphabetically by name of recruiter. (1956-1957)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
121	RECRUITERS' INFORMATION FILE  Consists of instructions and guides regarding conditions of employment, reasons for cancellation of processing, Overseas opportunities, advertising, testing and other requirement activities. Serves as a guide to recruiters. (Current)	1.1	Temporary. Destroy when superseded or obsolete.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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122	<p><b>COST ANALYSIS FILE</b></p> <p>Consists of Form 548, Recruitment Activity Cost Analysis Record, containing information on the cost of recruitment activity. The information is used as the basis for the preparation of Form 212, Recruitment Activity Statistical Report, and other periodic reports. One of these 5"x8" cards is maintained on each Branch employee. Filed alphabetically by name.</p> <p>(1957)</p>	.1	Temporary. Destroy upon preparation of related annual reports.
123	<p><b>STATISTICAL MACHINE LISTINGS</b></p> <p>Consists of machine tabulations containing statistical information on recruitment activity. Includes weekly and monthly listings of security initiations, monthly security processing cancellations, and monthly statistics on personnel entering on duty. This information is posted to Form 548, Recruitment Activity Cost Analysis Record and is used in completing Form 212, Recruitment Activity Statistical Report.</p> <p>(1957)</p>	.1	Temporary. Destroy upon preparation of annual Recruitment Activity Statistical Report (Form 212).
124	<p><b>LIBRARY MATERIAL</b></p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	2.0	Temporary. Return to Library when no longer needed for reference purposes.
125	<p><b>REFERENCE PUBLICATIONS FILE</b></p> <p>Consists of published material, primarily college and university brochures, maintained for reference purposes.</p>	3.3	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO. 40-57  
7A000100260001-4

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Procurement Division, Departmental Recruitment Branch

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
126	REPORT OF INTERVIEW FILE  Consists of Form 182, Report of Interview, Form 182a, VITA, and related papers which provide a record of all applicants interviewed and the disposition of each case made by the Branch. The file contains copies of Form 182 on applicants who are acceptable, and Form 182a on those rejected. Filed alphabetically by surname. (1955-1957)	12.0	Temporary. Destroy when 2 years old.
127	PERSONNEL REQUISITION FILE  Consists of copies of Form 37-92, Personnel Requisition Inventory Card. These 3"x5" cards represent recruitment requests initiated by the various Offices and serve as a guide for recruiting. Consists of three sets filed by serial number, unit code, and specialization code. (Current)	.5	Temporary. Destroy when cancelled or superseded.
128	APPLICANT FOLDER LOG  Record of the receipt, and dispatch of all applicant folders charged to the Branch. Contains name of applicant, name of requestor, disposition, and date. Filed alphabetically by name of applicant. (1956-1957)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

SECRET

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FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
129	TIME AND ATTENDANCE FILE  Consists of a record of overtime worked and leave taken by employees of the Branch. Filed alphabetically by surname. (1954-1957)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
130	SECURITY INITIATIONS FILE  Consists of machine listings of all Security processing initiations. Used as a Check on security initiations requested and as a source of information for the monthly activity report. Filed chronologically. (1956-1957)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
131	COST ANALYSIS FILE  Consists of Form 548, Recruitment Activity Cost Analysis Record, containing information on the cost of recruitment activity. The information is used as the basis for the preparation of Form 212, Recruitment Activity Statistical Report, and other periodic reports. One of these 5"x8" cards is maintained on each Branch employee. Filed alphabetically by name. (1957)	.1	Temporary. Destroy upon preparation of related annual reports.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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132	<b>STATISTICAL MACHINE LISTINGS</b>  Consists of machine tabulations containing statistical information on recruitment activity. Includes weekly and monthly listings of security initiations, monthly security processing cancellations, and monthly statistics on personnel entering on duty. This information is posted to Form 548, Recruitment Activity Cost Analysis Record and is used in completing Form 212, Recruitment Activity Statistical Report. (1957)	.1	Temporary. Destroy upon preparation of annual Recruitment Activity Statistical Report (Form 212)
133	<b>RECRUITERS' WORKING FILES</b>  Consists of copies of correspondence, regulations, notices, statistical reports, test material, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file.	2.0	Temporary. Destroy when no longer needed for reference purposes.
134	<b>LIBRARY MATERIAL</b>  Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	.4	Temporary. Return to library when no longer needed for reference purposes.
135	<b>REFERENCE PUBLICATIONS FILE</b>  Consists of published material such as CIA Regulations and Notices, PPD Memorandums and Newsletters, and brochures.	2.4	Temporary. Destroy when no longer needed for reference purposes.

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**SECRET**

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**SECRET**

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**SECRET**

SCHEDULE NO. 40-57

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Office of the Chief

SIGNATURE

CONCURRENCE

TITLE

AC / PAD

DATE

6 Jan 58

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
136	DIVISION SUBJECT FILE  Consists of correspondence, reports, and other papers pertaining to the screening of applicants for employment; assignment and development of personnel; counseling of employees; and the authentication of official personnel actions. File alphabetically by subject. (1952-1957)	4.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
137	SEMI-ANNUAL PROGRESS REPORTS FILE  Consists of semi-annual reports prepared for the Director of Personnel. These reports contain summarized information taken from the bi-weekly reports and outline progress, program plans, and objectives. Filed chronologically. (1955-1957)	.1	Temporary. Destroy when 2 years old.
138	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1957)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

**SECRET**

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
139	<p>MARRIAGE TO <del>ALIEN</del> FILE</p> <p>Consists of correspondence and related papers pertaining to Agency employees contemplating marriage to aliens. File contains information used by the Division in evaluating each case and recommending its disposition to the DCI. Filed alphabetically by name of employee. (1954-1957)</p>	.1	Temporary. Destroy 1 year after final disposition of case.
140	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, maintained on each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed alphabetically by name. (Current)</p>	.1	Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within the Agency.
141	<p>MACHINE LISTINGS</p> <p>Consists of copies of machine listings containing rosters of personnel and statistical information on personnel activities such as security initiations, employee EOD's, etc. Maintained for convenience of reference. (Current)</p>	.4	Temporary. Destroy when superseded or obsolete.

SECRET



ITEM NO.	ITEM IDENTIFICATION	POSITION INSTRUCTIONS
142	<p><b>EMPLOYEE RELATIONS WORKING FILE</b></p> <p>Consists of correspondence, instructions and guides, sample letters, and related material used in handling employee problems such as employee indebtedness, job inefficiency, security, improper conduct, etc. File maintained for background information and reference purposes. (1951-1957)</p>	<p>1.0 Temporary. Destroy when superseded or obsolete.</p>
143	<p><b>EMPLOYEE RELATIONS CASE FILES</b></p> <p>Consists of case files on the more serious problem cases containing extra copies of correspondence, reports, and other papers pertaining to the handling of each case. Copies of pertinent actions or memoranda are placed in the individual's Official Personnel Folder. Filed alphabetically by name. (1952-1957)</p>	<p>.5 Forward to Records and Services Division to be placed in Official Personnel Folder upon final disposition of case; destroy duplicate material immediately.</p>
144	<p><b>EMPLOYEE RELATIONS MONTHLY REPORT FILE</b></p> <p>Consists of copies of activity reports prepared monthly for the Inspector General. The reports are summaries of cases presented to the Disposition Board and include the Board's recommendations and statistics on less serious cases such as employee indebtedness, abuse of privileges, etc. Filed chronologically. (1954-1957)</p>	<p>.1 Temporary. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
145	<p><b>SELECTIVE SERVICE FILE</b></p> <p>Consists of case files on Agency employees eligible for deferment from the military service and those with reserve obligations to the military who have been granted permission to leave the country on official business. File contains copies of Selective Service Action Requests, approvals and disapprovals of the requests, correspondence with the Director of Selective Service, the Office of Security, etc. Copies of appropriate papers are placed in the Official Personnel Folder. Filed alphabetically by name. (1950-1957)</p>	2.5	<p>Temporary. Destroy 1 year after cancellation or expiration of the request.</p> <p><i>Form 575</i></p> <p><i>Note: Where is card file using Form 575g, Selective Service Record</i></p>
146	<p><b>REFERENCE PUBLICATIONS FILE</b></p> <p>Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.</p>	18.7	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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**SECRET**

SCHEDULE NO.

40-57

37A000100260001-4

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Qualifications  
Analysis Branch

SIGNATURE

TITLE

DATE

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

147

**QUALIFICATIONS REGISTERS**

Consists of machine listings of applicants, employees, and consultants whose qualifications have been coded for future reference. The listings are used in furnishing requesting offices names of individuals qualified for a given type of position.

- a. Applicant Listings. Consists of information on applicants considered to have special qualifications. Arranged by work experience, area knowledge or specialty, college major, language skills, and position for which best qualified. In addition, a master listing by Serial number is maintained as a cross-reference.  
(Current)
- b. Employee Listings. Consists of information on Agency employees coded and arranged by area specialty, language skills, college major, current position, and Agency work experience. In addition, a master listing by serial number is maintained as a cross reference.  
(Current)

.8

Temporary. Destroy upon receipt of revised listing.

4.0

Temporary. Destroy upon receipt of revised listing.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
147	QUALIFICATIONS REGISTERS <u>CONTD</u>  c. Consultant Listings. Consists of information on consultants whose qualifications have been coded for future reference. Arranged by specialization and alphabetically by name thereunder. (Current)	.2	Temporary. Destroy upon receipt of revised listing.
148	DATE OF LAST CONTACT REGISTER  Consists of machine listings of applicants whose qualifications have been coded. Contains the data on which the applicant was last contacted and is used in requesting the applicant's file for review and possible deletion of the applicant from the various registers. Register is arranged chronologically by date of last contact and alphabetically by name thereunder. (Current)	.1	Temporary. Destroy upon receipt of revised listing.
149	APPLICANT DELETION FILE  Consists of retained copies of lists forwarded to the Machine Records Division. The lists contain the names of applicants to be deleted from the applicant registers. Filed chronologically. (1957)	.1	Temporary. Destroy upon receipt of revised registers.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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150	<p><b>QUALIFICATION REGISTER ANALYSIS FILE</b></p> <p>Consists of Form 537, Request for Qualifications Register Analysis. This form is received from Offices requesting the Branch to review the registers for individuals with certain qualifications. After filling the request a copy of the form, with the names of qualified candidates, is placed in this file and used for reporting purposes and answering similar requests. Filed organizationally and chronologically thereunder. (1957)</p>	.5	Temporary. Destroy when 6 months old.
151	<p><b>QUALIFICATION ANALYSIS CROSS-REFERENCE</b></p> <p>Consists of a 3"x5" card file used as a cross-reference to the Qualification Register Analysis Files. Filed by category (applicant or employee) and thereunder by qualification. (1954-1957)</p>	.1	Temporary. Destroy when 6 months old.
152	<p><b>CODE BOOKS</b></p> <p>Consists of loose leaf binders containing the numerical code used in coding the qualifications of applicants, consultants, and employees. The coded qualifications are recorded on Form 699, <del>Employee</del> Qualification Code Sheet, which is forwarded to Machine Records Division to be included in the Qualifications Registers (Item 147). (Current)</p>	5.5	Temporary. Destroy when superseded or obsolete.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
153	<p data-bbox="448 961 1187 989">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p data-bbox="748 961 873 1010"><b>SECRET</b></p> <p data-bbox="266 1024 600 1045">REFERENCE PUBLICATIONS FILE</p> <p data-bbox="329 1073 821 1136">Consists of published material such as regulations, notices, occupational hand-books, and similar reference material.</p>	5.7	<p data-bbox="1003 1066 1511 1115">Temporary. Destroy when no longer needed for reference purposes.</p>

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RECORDS CONTROL SCHEDULE 5  
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SECRET

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Support Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
154	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject</p> <p>(1953-1957)</p>	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
155	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports covering the activities of the individual Placement Officers. These reports contain statistics on the number of applicants interviewed, follow-up interviews, reassignments, applicant cancellations, etc., and are prepared for the Branch Chief. Filed chronologically.</p> <p>(1954-1957)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
156	<p>SEMI-ANNUAL PROGRESS REPORTS FILE</p> <p>Consists of a narrative type report prepared for the Division Chief on a semi-annual basis. These reports contain summarized information taken from activity reports and highlight accomplishments and significant developments.</p> <p>(1954-1957)</p>	.2	Temporary. Destroy when 2 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
157	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1957)</p>	.2	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
158	<p>REVIEW PANEL FILES</p> <p>Consists of two files maintained by the Chairman of the Medical, Security, Personnel Review Panel. The files pertain to applicants* and employees* personal problems, medical disabilities, moral misconduct, etc., which have been brought to the attention of the Panel for review and disposition.</p> <p>a. Case Files. Consists of case files containing memoranda for the record and retained copies of correspondence which is sent to the Medical Staff, Security Office, and the Official Personnel Folder File. Filed chronologically and alphabetically by name thereunder. (1953-1957)</p> <p>b. Card File. Consists of 3"x5" cards on each case containing detailed information on the case and serves as a cross-reference to the Case File. Filed alphabetically by name. (1953-1957)</p>	.5	<p>Temporary. Destroy 1 year after disposition of case. (Place in inactive file upon disposition of case; destroy 1 year thereafter.)</p>
		.3	<p>Temporary. Destroy 1 year after disposition of case. (Upon disposition of case place in Case File with appropriate case; destroy 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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159	<b>QUALIFICATIONS ANALYSIS REQUEST FILES</b>  Consists of files maintained by the Placement Officers containing copies of Form 537, Request for Qualifications Register Analysis, which represent positions to be filled. This form serves as a request from an office for the Placement Officer to provide qualified personnel from within the Agency to fill vacancies and to effect reassignment of personnel. Filed chronologically by date of request. (1954-1957)	.1	Temporary. Destroy when 1 year old.
160	<b>POSITION DESCRIPTION FILES</b>  Consists of copies of Form 387, Position Description, maintained by the appropriate Placement Officer on each position, filled or vacant, under his jurisdiction. The form contains information on the position such as title, number, requirements, duties, responsibilities, etc.. The file is used to assist in the selection of personnel to fill vacant positions through reassignment or appointment action. Filed organizationally and by position thereunder. (Current)	2.1	Temporary. Destroy when superseded or obsolete.
161	<b>EMPLOYEE SUMMARY WORK SHEET FILES</b>  Consists of Form 80, Employee Summary Worksheet, containing information on employees, such as work experience, education, training, qualifications, present position, etc. The work sheet is used by Placement Officers in evaluating an employee's qualifications and effecting his placement or reassignment. Filed alphabetically by name. (1951-1957)	5.7	Forward to Records and Services Division to be placed in appropriate personnel folder when employee terminates.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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162	<b>FIELD REASSIGNMENT FILE</b>  Consists of Form 202, Field Reassignment Questionnaire, maintained on employees who are being scheduled for return from the Field. Form contains information of present assignment, duties and responsibilities, employees preference for next assignment, duty station, etc. This file is used in planning the assignment of the employee in his area of career development. Filed chronologically by date of expected return. (1956-1957)	.2	Temporary. Destroy upon reassignment.
163	<b>INTERVIEW FOLLOW-UP FILE</b>  Consists of Form 80b, 3"x5" cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date. (Current)	.1	Temporary. Destroy after completion of follow-up actions.
164	<b>PLACEMENT OFFICER'S WORKING FILES</b>  Consists of copies of correspondence, newsletters, copies of in-and-out casual reports, overseas vacancy reports, and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filing arrangement varies with each file. (1952-1957)	1.4	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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165	<p>RECRUITMENT REQUEST FILE</p> <p><i>115Z &amp; 115Z</i></p> <p>Consists of copies of <del>SP-52</del>, Request For Personnel Action, submitted by organizational units as recruitment requests. Original copies of <del>SP-52</del> are forwarded to the Personnel Procurement Division for preparation of the Personnel Requisition Inventory Card (Form 1078). These copies of the Form are maintained by Placement Officers for reference purposes. Filed chronologically by date of request. (1954-1957)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
166	<p>EMPLOYEE AND APPLICANT FOLDER LOGS</p> <p><i>115Z &amp; 115Z</i></p> <p>Logs maintained by the Placement Officers as a record of the receipt and dispatch of employee, and in some instances applicant folders charged to the Branch. Logs contain name of employee or applicant, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant. (1955-1957)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
167	<p>APPLICANT FOLDER TICKLER FILES</p> <p>Consists of copies of Form 439, Control Card, maintained by individual Placement Officers to record the receipt and dispatch of applicant folders charged to the Branch. These cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed chronologically by date correspondence is due. (1957)</p>	.1	Temporary. Destroy upon completion or cancellation of processing.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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168	<p>CHANGE OF CAREER SERVICE DESIGNATION FILE</p> <p>Consists of 5"x8" cards containing names of employees whose Career Service designation has been changed. Information includes employee name, grade, title, and the new service designation. File maintained for convenience of reference. Filed alphabetically by name.</p> <p>(Undated)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
169	<p>MACHINE LISTINGS FILE</p> <p>Consists of extra copies of machine listings containing rosters of personnel and statistical information on personnel activities, maintained for convenience of reference.</p> <p>(Current)</p>	.6	Temporary. Destroy when superseded or obsolete.
170	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, guides, etc., maintained for reference purposes.</p>	4.1	Temporary. Destroy when no longer needed for reference purposes.

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RECEIVED CONTROL SCHEDULE NO. 40-57  
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OFFICE, DIVISION, BRANCH		SIGNATURE	
Personnel, Personnel Assignment Division, Intelligence Branch		TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
171	<b>ACTIVITY REPORTS FILE</b>  Consists of bi-weekly reports covering the activities of the individual Placement Officers. These reports contain statistics on the number of applicants interviewed, follow up interviews, reassignments, applicant cancellations, etc., and are prepared for the Branch Chief. Filed chronologically. (1957)	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
172	<b>CONVENIENCE FILE (Reading)</b>  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1957)	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
173	<b>POSITION DESCRIPTION FILE</b>  Consists of copies of Form 387, and Form <del>37-138</del> 387, Position Description, maintained by the appropriate Placement Officer on each position filled or vacant under his jurisdiction. The form contains information on the position such as title, number, duties, responsibilities, requirements, etc. The file is used to assist in the selection of personnel to fill vacant positions through reassignment or appointment action. Filed organizationally and by position thereunder. (Current)	1.3	Temporary. Destroy when superseded or obsolete.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
174	<p>EMPLOYEE SUMMARY WORK SHEET FILES</p> <p>Consists of Form <del>32-448</del><sup>80</sup>, Employee Summary Work Sheet, containing information on employees such as work experience, education, training, qualifications; present position, etc. The work sheet is used by Placement Officers in evaluating and employee's Qualifications and effecting his placement or reassignment. Filed alphabetically by name. (1953-1957)</p>	3.7	Forward to Records and Services Division to be placed in appropriate personnel folder when employee terminates.
175	<p>REASSIGNMENT REQUEST FILE</p> <p>Consists of an unnumbered form, titled "Reassignment Request", (5"x8") containing information on individuals requesting transfers within the Agency. The form contains information on date interview was conducted by Placement Officer, action taken, comments of Placement Officer, date of written release from releasing office, education, etc. Used as a reference to the disposition of each case. Filed organizationally and alphabetically by name thereunder. (1955-1957)</p>	.2	Temporary. Destroy upon final disposition of case.
176	<p>INTERVIEW FOLLOW-UP FILE</p> <p>Consists of 3"x5" cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date. (Current)</p>	.2	Temporary. Destroy after completion of follow-up actions.
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*For this simply use of Form 806, Follow-up Interview Control ?*

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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177	REPORT OF INTERVIEW FILE  Consists of extra copies of Form <del>37-117</del> <sup>182</sup> , Report of Interview, prepared by ORR on contacts interviewed. These reports were sent to the Branch for coordination and as information on individuals contacted by ORR for possible Agency employment. Filed alphabetically by name. (1954-1957)	.3	Temporary. Destroy when 6 months old.
178	PLACEMENT OFFICERS' WORKING FILES  Consists of copies of correspondence, newsletters, copies of in and out casual reports, reassignment memo's, and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filed alphabetically by subject. (1954-1957)	2.0	Temporary. Destroy when no longer needed for reference purposes.
179	RECRUITMENT REQUEST FILE  Consists of copies of <del>SP52</del> <sup>1152</sup> , Request For Personnel Action, submitted by organizational units as recruitment requests. Original copies of <del>SP52</del> are forwarded to the Personnel Procurement Division for preparation of the Personnel Requisition Inventory Card, (Form 1078). These copies of the form are maintained by Placement Officers for reference purposes. Filed chronologically by date of request. (1954-1957)	.2	Temporary. Destroy when request is filled or cancelled.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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180	<p>PERSONNEL REQUISITION FILE</p> <p>Consists of copies of Form 1078, Personnel Requisition Inventory Card, provided by the Personnel Procurement Division. These 3"x5" cards represent vacancies in the various offices for which recruitment is being conducted. Filed numerically by serial code number.</p> <p>(Current)</p>	.1	Temporary. Destroy when cancelled or superseded.
181	<p>EMPLOYEE AND APPLICANT FOLDER LOGS</p> <p>Logs maintained by the Placement Officers as a record of the receipt and dispatch of employee, and applicant folders charged to the Branch. Logs contain names of employee or applicant, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant.</p> <p>(1954-1957)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
182	<p>APPLICANT FOLDER TICKLER FILE</p> <p>Consists of copies of Form 439, Control Card, maintained by individual Placement Officers to record the receipt and dispatch of applicant folders charged to the Branch. These cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed chronologically by date correspondence is due.</p> <p>(1957)</p>	.1	Temporary. Destroy upon completion or cancellation or processing.



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183	<p>MACHINE LISTINGS</p> <p>Consists of extra copies of machine listings containing rosters of personnel and statistical information on personnel activities, maintained for convenience of reference. (Current)</p>	.4	Temporary. Destroy when superseded or obsolete.
184	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, guides, etc., maintained for reference purposes.</p>	3.2	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Personnel Assignment Division, Clandestine Services Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
185	BRANCH SUBJECT FILE  Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1954-1957)	1.6	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
186	ANNUAL PROGRESS REPORTS FILE  Consists of a narrative type report prepared for the Division Chief summarizing the accomplishments and significant developments during the year. (1955-1957)	.1	Temporary. Destroy when 2 years old.
187	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1957)	.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
188	QUALIFICATIONS ANALYSIS REQUEST FILES  Consists of files maintained by the Placement Officers containing copies of Form 537, Request For Qualifications Register Analysis, which represent positions to be filled. The form serves as a request from an office for the Placement Officer to provide qualified personnel from within the Agency to fill vacancies and to effect reassignment of personnel. Filed chronologically by date of request. (1954-1957)	.2	Temporary. Destroy when 1 year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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189	<p>FIELD REASSIGNMENT FILE</p> <p>Consists of Form 202, Field Reassignment Questionnaire, maintained on employees who are being scheduled for return from the field. Form contains information on present assignment, duties and responsibilities, employees preference for next assignment, duty station, etc. The file is used in planning the assignment of the employee in his area of career development. Filed alphabetically by name. (1956-1957)</p>	.2	Temporary. Destroy upon reassignment.
190	<p>RETURNEE FILE</p> <p>Consists of 3"x5" and 5"x8" cards containing names of employees who are scheduled for return from the field. Cards serve as a tickler file on returnees expected date of arrival at headquarters and are used in initiating reassignment actions. Filed chronologically by date of expected return. (Current)</p>	.4	Temporary. Destroy upon reassignment.
191	<p>PERSONNEL FOLDER FILE</p> <p>Consists of case files maintained on personnel with CS career designations. These files contain copies of personnel documents which reflect the assignment, transfer, promotion, and separation of CS employees; also includes travel orders, statements of accounts, fitness reports, biographic profiles, and other information used in administering the activities of these people. Official Personnel Folders are maintained by the Records And Services Division. Filed alphabetically by name. (Current)</p>	56.3	Temporary. Forward appropriate material to RSD for incorporation in Official Personnel Folder, destroy all other material 1 year after transfer or separation of employee.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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192	<p>CAREER SERVICE RECORD CARD FILE</p> <p>Consists of Form 723, Career Service Board Record (5"x8"), containing information on employee career development. Information includes employee work experience, education, language skills, Agency employment history, etc., used in the selection of employees for membership in the Career Staff and in effecting reassignments, transfers, and training. Filed alphabetically by name. (Current)</p>	.9	Temporary. Destroy upon change of Career service designation or when employee terminates.
193	<p>VACANCY REPORT FILE</p> <p>Consists of memoranda submitted by operating offices containing information on positions to be filled. Information includes position title, grade, desired qualifications, physical location of position, etc. These memoranda serve as guides to Placement Officers in reassigning returnees or as a basis for preparation of Form 537, Request for Qualifications Register Analysis. Filed organizationally. (1956-1957)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
194	<p>PLACEMENT OFFICERS' WORKING FILES</p> <p>Consists of copies of correspondence, news-letters, copies of in-and-out casual reports, overseas vacancy reports, and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filing arrangement varies with each file. (1953-1957)</p>	2.5	Temporary. Destroy when no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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195	<p>STAFF AGENT NAME INDEX</p> <p>Consists of two 4"x6" loose leaf binder files, .1 a true name file and a pseudonym file. Both files contain a code number which serves as a cross-reference. The index is used in processing Staff Agents to Staff employee status. Files are arranged organi- zationally and by name thereunder. (Current)</p>	.1	Temporary. Destroy both files upon completion of processing.
196	<p>INTERVIEW FOLLOW-UP FILE</p> <p>Consists of 3"x5" cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date. (Current)</p>	.2	Temporary. Destroy after completion of follow-up actions.
197	<p>EMPLOYEE AND APPLICANT FOLDER LOGS</p> <p>Logs maintained by the Placement Officers as a record of the receipt and dispatch of employee, and in some instances applicant folders charged to the Branch. Log contains name of employee or applicant, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant. (1956-1957)</p>	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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198	<p>APPLICANT FOLDER TICKLER FILES</p> <p>Consists of 3"x5" cards maintained by individual Placement Officers to record the receipt and dispatch of applicant folders charged to the Branch. These cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed chronologically by date correspondence is due.</p> <p>(1957)</p>	.2	Temporary. Destroy upon completion or cancellation of processing.
199	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, guides, OPM's etc., maintained for reference purposes.</p>	6.6	Temporary. Destroy when no longer needed for reference purposes.

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SECRET

SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Clerical Placement Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
200	BRANCH SUBJECT FILE  Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1954-1957)	1.1	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
201	ACTIVITY REPORTS FILE  Consists of activity reports prepared for the Division Chief. Reports contain an account of personnel assigned during the reporting period, personnel scheduled for orientation, personnel entering on duty to the Interim Assignment Section, applicants in process, etc. Filed chronologically. (1955-1957)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
202	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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203	<p>EMPLOYEE SUMMARY WORKSHEET FILES</p> <p>Consists of Form <del>30</del><sup>30</sup>, Employee Summary Worksheet, containing information on employees, such as work experience, education, training, qualifications, present position, etc. This worksheet is used in evaluating an employee's qualifications and in effecting his placement or reassignment. Filed alphabetically by name. (1954-1957)</p>	<p><b>SECRET</b></p> <p>.4</p>	Forward to Records And Services Division to be placed in appropriate personnel folder when employee terminates.
204	<p>PERSONNEL FOLDER FILE</p> <p>Consists of Official Personnel Folders containing papers which document the appointment of the employees. Files are used by this Branch in effecting assignment of personnel, after which they are forwarded to the Records and Services Division to be incorporated in the Official Personnel Folder File. Filed alphabetically by name. (Current)</p>	<p>6.5</p>	Temporary. Forward to Records and Services Division upon assignment of employee.
205	<p>RECRUITMENT REQUEST FILE</p> <p>Consists of copies of <del>SP52</del><sup>1152 &amp; 1152x</sup>, Request for Personnel Action, submitted by organizational units as recruitment requests. Original copies of <del>SP52</del><sup>1152 &amp; 1152x</sup>, are forwarded to the Personnel Procurement Division for preparation of the Personnel Requisition Inventory Card (Form 1078). These copies of the form are maintained for reference purposes. Filed organizationally. (1956-1957)</p>	<p>.7</p> <p><b>SECRET</b></p>	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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206	<p>APPLICANTS IN PROCESS FILE</p> <p>Consists of Form 364, Placement Control Card, containing information on applicants in process. Includes date processing was initiated, type of security clearance requested, <b>grade</b>, assignment possibilities, etc. These cards are used in controlling the placement of applicants and as a reference to the date of processing initiation. Filed by position title and alphabetically by name thereunder. (1957)</p>	.5	Temporary. Destroy upon cancellation of processing or upon EOD and assignment of the individual
207	<p>PROCESSING CANCELLATION FILE</p> <p>Consists of 5"x8" cards prepared upon receipt of Form 639, Cancellation of Applicant Processing, and Form 464, Daily Security Report. These cards contain names of applicants on which processing has been cancelled and the reasons for cancellation. Used for reference and compiling statistics for reporting purposes. Filed chronologically by cancellation date. (1956-1957)</p>	.1	Temporary. Destroy when 6 months old.
208	<p>ORIENTATION LISTINGS</p> <p>Consists of listings containing names of personnel assigned to the Interim Assignment Section who have attended Orientation Classes. Listings are used in assigning employees, since only those whose names appear on these listings may be assigned to an office on a permanent basis (Couriers excepted). Filed chronologically. (1957)</p>	.1	Temporary. Destroy when 6 months old.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
209	<b>AGENCY ASSIGNMENT REGISTER</b>  Consists of a 4"x6" loose leaf binder containing names of personnel who were assigned to the Interim Assignment Section and who have been officially assigned to the various offices. File contains name of employee, office to which assigned, date of assignment. (1956-1957)	.1	Temporary. Destroy when 6 months old.
210	<b>APPLICANT FOLDER TICKLER FILE</b>  Consists of 3"x5" card and a log book used to record the receipt and dispatch of applicant folders charged to the Branch. The cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed alphabetically by name. (Current)	.1	Temporary. Destroy upon completion or cancellation of processing.
211	<b>OVERSEAS QUESTIONNAIRE FILE</b>  Consists of 5"x8" forms (no number) prepared by clerical personnel interested in overseas assignments. The forms contain name, grade, office, overseas area of interest, skills, languages, etc., and are used in the selection and placement of personnel in overseas vacancies for which they are qualified. Filed alphabetically by name. (Current)	.2	Temporary. Destroy when superseded or obsolete.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
212	<p>INTERIM ASSIGNMENT SECTION SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Section. Filed alphabetically by subject. (1951-1957)</p>	5.8	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
213	<p>INTERIM ASSIGNMENT SECTION WEEKLY REPORT FILE</p> <p>Consists of activity reports prepared weekly for the Branch Chief. Reports contain an account of the number of people in the Section, EOD's, number officially assigned to the various offices, number scheduled for training, etc., and are used in preparing the Semi-annual Report. Filed chronologically. (1955-1957)</p>	.2	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
214	<p>INTERIM ASSIGNMENT SECTION SEMI-ANNUAL REPORTS FILE</p> <p>Consists of semi-annual progress reports containing summarized information taken from the weekly reports. In addition these reports contain lists of work projects being conducted, brief descriptions of duties entailed in each project, and man hours expended on each. Filed chronologically. (1955-1957)</p>	.1	<p>Temporary. Destroy when 2 years old.</p>

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215	<p><b>STATUS OF PROCESSING FILE</b></p> <p>Consists of Form 887, Interim Assignment Record, received by the Section on each applicant prior to their EOD. Cards are used as reference to the status of processing of each individual and in determining the types of work assignments in which they may participate. Filed alphabetically by name. (1955-1957)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
216	<p><b>WORK PROJECT FILE</b></p> <p>Consists of reports prepared by the Interim Assignment Section on each work project received by the Section and is used to control the project and for reporting purposes on man-hours expended. Report contains information such as project number, project title, date received, date completed, etc. Filed numerically by project number. (1955-1957)</p>	.1	Temporary. Destroy 6 months after completion of project.
217	<p><b>LIBRARY MATERIAL</b></p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	18.	Temporary. Return to Library when no longer needed for reference purposes.
218	<p><b>REFERENCE PUBLICATIONS FILE</b></p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.</p>	3.3	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO. 40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Employee Relations Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
219	<p>SUBJECT FILES</p> <p>Consists of correspondence, reports, studies, statistical reports, working papers, and similar material used in administering the activities of the Counseling and Employee Services Branches. These functions are now administered by the present Employee Relations Branch, however, the files are maintained separately.</p> <p>a. Employee Relations File. Filed by subject. (1951-1957)</p> <p>b. Counseling File. Filed by subject. (1954-1957)</p>	<p>2.0</p> <p>.7</p>	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
220	<p>PROGRESS REPORTS FILE</p> <p>Consists of semi-annual and annual progress reports prepared for the Division Chief. These reports contain summarized information on Branch activities and outlines progress, program plans, and objectives. Filed chronologically. (1954-1957)</p>	.1	Temporary. Destroy when 2 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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221	<p>CONVENIENCE FILE READING</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1957)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
222	<p>ADVANCED SICK LEAVE FILE</p> <p>Consists of 3"x5" cards prepared on individuals who have requested an advancement of sick leave. Cards are prepared upon receipt of a request from an Office and contains employee name, date of request, date of approval, number of hours approved, etc., and serves as a reference for reporting purposes. Filed alphabetically by name. (1957)</p>	.1	Temporary. Destroy when 6 months old. (Cut off every 6 months; destroy 6 months thereafter.)
223	<p>INTERVIEW APPOINTMENT REGISTER</p> <p>Consists of copies of an unnumbered form titled "Appointments", used to schedule employee interviews with counselors. Form contains information on the type of interview, (pre-exit or counseling) date and time, name of counselor, and name of employee. Filed chronologically by date of interview. (1956-1957)</p>	.2	Temporary. Destroy when 1 month old.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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224	<p>COUNSELING FILE</p> <p>Consists of Form 37-13, Personnel Relations Interview Record, prepared after counseling personnel with problems such as job dissatisfaction; financial difficulties, marital problems, and other grievances. Cards contain information on details of the situation, and name, grade, title, etc., of the employee. These cards are used for recording information concerning cases and as a record of advice given or action taken. Filed alphabetically by name. (1956-1957)</p>	.2	<p>Temporary. Destroy <del>when</del> 2 years after final disposition of the case.</p> <p><i>37-13 was referred to - discontinued 3 or 4 years ago - are they using 37-13 ?</i></p>
225	<p>CARD REFERRAL FILE</p> <p>Consists of 3"x5" cards prepared on resignees, military leave cases, and leave without pay cases. Information includes names of individual, grade, type of case (resignee, military leave, etc.) home address, date official folder received, etc. Cards are used as a reference to the status of each case and for obtaining statistics for the Monthly Summary of Separations. Filed alphabetically by name. (1956-1957)</p>	.5	<p>Temporary. Destroy when 6 months old. (Cut off every 6 months; destroy 6 months thereafter.)</p>
226	<p>RESIGNATION WORK SHEET FILE</p> <p>Consists of copies of an unnumbered form titled "Resignations" used to record information on resignees such as, name, office, effective date, date official folder received, etc. Names are listed on this form as they are received from the operating offices and the form is used as a check sheet for recording processing actions. Filed chronologically. (1956-1957)</p>	.1	<p>Temporary. Destroy when 6 months old. (Cut off every 6 months; destroy 6 months thereafter.)</p>
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227	REPORT OF SEPARATION FILE  Consists of Form 971, Report of Separation, prepared from information obtained while conducting pre-exit interviews. Information includes name of resignee, title, office, date of resignation, separation category, and remarks which includes employees attitude towards Agency, etc. This copy of the form is used to prepare the "Agency Summary of Civilian True Separations", the record copy is placed in the appropriate Official Personnel Folder. Filed chronologically by month and alphabetically by name thereunder. (1957)	1.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
228	ALIEN SPONSOR FILE  Consists of case files on employees who have sponsored the entry of aliens into this country. File contains correspondence and related papers pertaining to reasons for sponsorship, permission for the employee to sponsor the alien, security clearance of both sponsor and alien, and biographical information on the alien. Filed alphabetically by name of employee. (1952-1957)	.4	Temporary. Destroy 2 years after case is closed. (Place in inactive file when case is closed; cut off inactive file at end of each year and destroy 2 years thereafter.)
229	RECREATION ASSOCIATION FILE  Consists of correspondence, notices, newsletters, and other papers pertaining to various employee recreational activities, membership, meetings, games, scores, etc. The file is used in coordinating and administering the activities. Filed alphabetically by activity. (1954-1957)	2.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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230	HOUSING APPLICATION FILE  Consists of Form 354, Housing Application (3"x5"), prepared by employees requesting assistance in obtaining satisfactory housing arrangements in the Washington, D. C. area. Contains information on type of housing needs, location and other preferences. (Current)	.1	Temporary. Destroy when request is filled or cancelled.
231	AVAILABLE HOUSING FILE  Consists of Form 580, Housing Record, containing information on housing available in the Washington, D. C. area. The file serves as a source of information necessary to assist Agency employees in locating satisfactory housing. Arranged by type of housing. (Current)	.5	Temporary. Destroy when superseded or obsolete.
232	BLOOD DONOR FILE  Consists primarily of two lists, one is prepared by the Branch and contains the name of the donor, his office, time scheduled, signature, and number to be used in lieu of name. The other list is prepared by the Red Cross and contains the assigned number and blood type. Used to schedule donors, assign them a number to be used for security reasons and after donation serves as a record of blood types for possible emergency transfusions. Filed chronologically. (1951-1957)  (?) Form 1145, Record of Individual Donor - Blood Donor Program.	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year, destroy 1 year thereafter. At time of destruction names of employees who possess rare blood types will be listed and retained.)  <i>card file.</i>
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233	<p>FUND RAISING CAMPAIGN FILES</p> <p>Consists of records used to facilitate and control the collection of monies for fund-raising campaigns of charitable, health, welfare, and similar organizations. (1951-1957)</p> <p>a. Form 739, Consolidated Charities Fund Pledge And Payment Record. Filed alphabetically by surname.</p> <p>b. Correspondence, receipts, invoices, vouchers, ledgers, and related papers pertaining to the various fund-raising drives.</p>	7.0	<p>Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; Transfer to Records Center 1 year thereafter.)</p> <p>Temporary. Destroy 4 years after Audit and clearance. (Combine with related material in "a" above and retire to Records Center.)</p>
234	<p>CABLE FILE</p> <p>Consists of extra copies of incoming cables maintained for convenience of reference. Official file copies are maintained in appropriate subject and case files. Filed chronologically. (1957)</p>	2.5	Temporary. Destroy after 1 month.
235	<p>CABLE LOG</p> <p>Consists of Form 70-9, Cable Log, maintained as a record of the receipt and dispatch of incoming cables. Filed chronologically. (1955-1957)</p>	.3	Temporary. Destroy when 1 year old.
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236	<p>NAME INDEX</p> <p>Consists of two sets of 3"x5" cards, a true name, card and a pseudonym card. Both cards contain a code number which serves as a cross - reference. The index is used in the receipt and dispatch of cables. The pseudonym card is filed alphabetically by pseudonym and the true name card is filed numerically by code number.</p> <p>(Current)</p>	2.0	Temporary. Destroy both cards when cancelled.
237	<p>OUTSIDE ACTIVITIES FILE</p> <p>Consists of a record of employees who have requested permission to participate in activities outside the Agency. Activities include participation in clubs, parttime employment, attending school, etc. File is used to record date requests are submitted to the Security Office and approval or disapproval of the requests. Arranged alphabetically by surname.</p> <p>(1957)</p>	.1	Temporary. Destroy when 6 months old.
238	<p>FEDERAL EMPLOYEES' INSURANCE FILE</p> <p>Consists of a roster of employees who have waived their rights to insurance under the Federal Employees Group Life Insurance Program and related correspondence. File serves as a source of information which is furnished to the Office of the Comptroller weekly. Filed by vouchered or unvouchered funds and thereunder alphabetically by surname.</p> <p>(Current)</p>	.5	Disposal not authorized. Retain in current files area.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
239	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, and college brochures.</p>	<p><b>SECRET</b></p> <p>14.5</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

**SECRET**

RECORDS CONTROL RELEASED 05/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO. 40-57

SECRET

25X

OFFICE, DIVISION, BRANCH

Personnel, Position Evaluation Division, Office of the Chief

SIGNATURE

TITLE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
240	DIVISION SUBJECT FILE  Consists of correspondence, reports, staff studies, and other papers pertaining to the operation and administration of an Agency program of position evaluation, wage administration, and the development of position standards. Filed alphabetically by subject. (1948-1957)	3.5	Temporary. Destroy when 3 year old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter except papers pertaining to policies and procedures which will be retained in current files area indefinitely)
241	ACTIVITY REPORTS FILE  Consists of weekly activity reports covering the activities of the individual position Evaluation Officers and Branch activities. These reports contain statistics on the number of position audits, number of position descriptions allocated, number of table of organization changes authorized, supergrade positions prepared for review, etc. Filed chronologically.  a. Position Evaluation Officers' Reports. (1957)  b. Branch Reports. (1956-1957)  <i>Form 897, PEP activity</i> <i>2-1-58 [?]</i>	1.0  .2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)  Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
242	SEMI-ANNUAL PROGRESS REPORTS FILE  Consists of narrative type reports prepared for the Director of Personnel. The reports contain summarized information taken from statistical reports and weekly reports and outline progress, program plans, and objectives. Filed chronologically. (1952-1957)	.2  SECRET	Temporary. Destroy when 2 years old.
243	POSITION UPGRADING REPORT FILE  Consists of a narrative report prepared monthly which contains information on Agency positions that were upgraded during the month. These reports are prepared for the Director of Personnel and the information includes justification for changes, number of changes effected, and effective date of changes. Report covers both headquarters and field positions. Filed chronologically. (1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
244	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1957)	.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
245	<p>TABLE OF ORGANIZATION FILES</p> <p>Consists of the official record copies of the Agency table of organization; signed copies of Form 261, T/O Change Authorization; and concurrences, justifications, and comments pertaining to the changes. These files are used by the Division in coordinating all actions affecting the T/O and in maintaining a current Agency T/O as required by Regulation.</p> <p>a. Official record copies of the table of organization containing rosters of approved agency positions. Filed organizationally. (1957)</p> <p>b. Signed copies of Form 261, T/O Change Authorization, and concurrences, justifications, and comments pertaining to the changes. Filed by project or organizationally and by position number thereunder. (1956-1957)</p>	<p><b>SECRET</b></p> <p>1.0</p> <p>2.0</p>	<p>Permanent. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 1 year thereafter.)</p> <p>Permanent. Disposal not authorized. (Place in a file of completed cases upon final authorization; cut off completed case file at end of each year and transfer to the Records Center 1 year thereafter.)</p>
246	<p>T/O CHANGE LOG</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of Form 261, T/O Change Authorization, received by the Division. Filed chronologically. (1954-1957)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
247	<p>SUPER-GRADE CORRESPONDENCE FILE</p> <p>Consists of correspondence, reports, agenda of meetings, listings of super-grade positions, and related papers pertaining to the activities of the Super-Grade Review Board. Files contain information on super-grade allocations, Board recommendations on review cases, super-grade structure in other agencies, etc., and are used in furnishing information to the Area Deputy Directors and the Director of Personnel on the utilization and status of each position. Filed alphabetically by subject. (1951-1957)</p>	.8	Permanent. Disposal not authorized (Cut off at end of each year; retire to to Records Center 2 years thereafter.)
248	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, for each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed alphabetically by name. (Current)</p>	.1	Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within Agency.
249	<p>PERSONNEL ACTION FILE</p> <p>Consists of retained copies of SF52, Notification of Personnel Action, Form 275, Personnel Qualification Questionnaire, character recommendations, etc., maintained for reference purposes in administering personnel of the Division. Filed chronologically. (1955-1957)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>		

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SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
250	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of an unnumbered form maintained on Division employees as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically. (1957)</p>	<p><b>SECRET</b></p> <p>.1</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
251	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, circulars, public laws, etc., maintained for reference purposes.</p>	<p>3.0</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

## RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

SECRET

SCHEDULE NO.

40-57

25

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Position Evaluation Division, Support Branch

SIGNATURE

TITLE

1 Jan 58

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
252	BRANCH SUBJECT FILE  Consists of correspondence, reports, studies, wage board reference material, and other papers accumulated in the general administration of a program of position evaluation and wage administration for the Support Area. Filed alphabetically by subject. (1954-1957)	1.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be placed in current files)
253	ACTIVITY REPORTS FILE  Consists of bi-weekly reports covering the activities of the Branch. File also contains copies of reports prepared by individual Position Evaluation Officers which are summarized in the Branch reports, and includes information on position audits, T/O changes processed, position descriptions allocated, etc. Filed chronologically. (1956-1957)	.2	Temporary. Destroy when 1 year old.
254	CONVENIENCE FILE (READING)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1956-1957)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
255	<p>TABLE OF ORGANIZATION FILES</p> <p>Consists of extra copies of the Agency T/O used by the Position Evaluation Officers as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on these copies for use in verifying the revised T/O.</p> <p>(Current)</p>	<p><b>SECRET</b></p> <p>.6</p>	<p>Temporary. Destroy upon verification of revised T/O.</p>
256	<p>T/O CHANGE LOG</p> <p>Consists of an unnumbered form used to record the receipt and dispatch of Form 261, T/O Change Authorization, prepared by the Branch. Filed chronologically.</p> <p>(1956-1957)</p>	<p>.1</p>	<p>Temporary. Destroy when 1 year old.</p>
257	<p>POSITION DESCRIPTION FILES</p> <p>Consists of SF75 and Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each position in the DD/S area.</p> <p>a. Current Files. Consists of the current position descriptions and related papers maintained by the individual position evaluation officer. Filed organizationally and by position number thereunder.</p> <p>(1951-1957)</p>	<p>6.6</p>	<p>Temporary. When position is abolished or description becomes obsolete place in Obsolete File and destroy related papers.</p>
<p><b>SECRET</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
257	POSITION DESCRIPTION FILES <u>CONTINUED</u> b. Obsolete File. Consist of the position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1954-1957)	.5 <b>SECRET</b>	Temporary. Disposal not authorized. Retain 1 copy of all superseded descriptions and descriptions of positions abolished after September 1, 1950. Retire to Records Center when 1 year old.
258	POSITION NUMBER REGISTER  Consists of machine listings containing information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Files are maintained to facilitate reference to Agency positions and for assigning numbers to new positions.	.1	Temporary. Destroy upon receipt of current listings.
259	POSITION EVALUATION SURVEY FILES  Consists of correspondence, survey reports, functional statements, drafts, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analyses of positions, grade structures, position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Filing arrangement varies with each file. (1952-1957)	1.6 <b>SECRET</b>	Temporary. Destroy when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
260	POSITION EVALUATION OFFICER'S WORKING FILES	SECRET	
	Consists of primarily of correspondence on special projects, wage schedules, office notices, pamphlets, etc., not contained in the survey files. These files are maintained by the Position Evaluation Officers for reference purposes. Filing arrangement varies with each file. (1952-1957)		1.4
261	WAGE ADMINISTRATION FILE		
	Consists of copies of wage schedules, copies of notifications of approval of schedules, lists of pay rates forwarded to field offices, and related correspondence. Information includes locality wage rates for specific occupations such as trade or craft, consultants, indigenous labor, etc. Wage schedules are reviewed and approved for Agency use. Filed by geographic area. (1953-1957)	.2	Temporary. Destroy when superseded or obsolete.
262	PERSONNEL ACTION LOG		
	Consists of a loose-leaf binder containing copies of Form 192, Daily Log of Personnel Actions, used to record the receipt and dispatch of SF52, Request For Personnel Action, charged to the Branch. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 1 year old.
SECRET			
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
263	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, Position Classification Standards, and similar reference material.</p>	<p><b>SECRET</b></p> <p>14.2</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

**SECRET**



REAPPS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO.

40-57

25

**SECRET**

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Position Evaluation Division, Intelligence Branch

SIGNATURE

TITLE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
264	BRANCH SUBJECT FILE  Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1952-1957)	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be placed in current file.)
265	ACTIVITY REPORTS FILE  Consists of bi-weekly reports covering the activities of the Branch. File also contains copies of reports prepared by individual Position Evaluation Officers which are summarized in the Branch reports, and includes information on position audits, number of Form 261's processed, number of position descriptions allocated, etc. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
266	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence, maintained for convenience of reference. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
267	TABLE OF ORGANIZATION FILES  Consists of extra copies of the Agency T/O used by the Position Evaluation Officers as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on these copies for use in verifying the revised T/O. (Current)	1.1	Temporary. Destroy upon verification of revised T/O.
268	T/O CHANGE LOG  Consists of an unnumbered form used to record the receipt and dispatch of Form 261, T/O Change Authorization prepared by the Branch. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 thereafter.)
269	EMPLOYEE RECORD CARD FILE  Consists of 3"x5" cards maintained on Agency employees in super-grade positions. These cards are used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the administration of super-grade personnel. Filed organizationally and by position thereunder. (Current)	.1	Temporary. Destroy upon separation of employee
270	POSITION DESCRIPTION FILES  Consists of SF75 and Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each position in the DD/I area and the National Security Council.		

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
270	<p>POSITION DESCRIPTION FILES (CONTINUED)</p> <p>a. Current Files. Consists of the current position descriptions and related papers maintained by the individual Position Evaluation Officer. Filed organizationally and by position number thereunder. (1950-1957)</p> <p>b. Obsolete File. Consists of the obsolete position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1949-1957)</p>	<p>18.7</p> <p>.8</p>	<p>Temporary. When position is abolished or description becomes obsolete place in Obsolete File and destroy related papers.</p> <p>Temporary. Disposal not authorized. Retain 1 copy of all superseded description and descriptions of positions abolished after September 1, 1950. Retire to Records Center when 1 year old.</p>
271	<p>POSITION NUMBER REGISTER</p> <p>Consists of machine listings containing information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Files are maintained to facilitate reference to Agency positions and for assigning numbers to new positions.</p>	.1	<p>Temporary. Destroy upon receipt of current listings.</p>
272	<p>POSITION EVALUATION SURVEY FILES</p> <p>Consists of correspondence, survey reports, functional statements, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analyses of positions, grade structures, position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Filing arrangement varied with each file. (1952-1957)</p>	3.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
276	<p>POSITION STANDARDS WORKING FILE</p> <p>Consists of copies of correspondence, reports, staff studies, locality pay schedules, and related papers. Files contain information pertaining to performance standards, manpower control systems, competitive pay levels, point rating plans, etc., used in developing position standards. Filed alphabetically by subject. (1950-1957)</p>	<p><b>SECRET</b></p> <p>3.2</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
277	<p>GRADE UTILIZATION TABULATION FILE</p> <p>Consists of a machine listing contains information on Agency grade utilization and the number of incumbents in each grade. Listing is used in developing position standards, for comparison of grade structure in this Agency with that of other Agencies, and for the preparation of statistics on grade average by position. (Current)</p>	<p>.1</p>	<p>Temporary. Destroy upon receipt of revised listing.</p>
278	<p>OCCUPATION SERIES FILE</p> <p>Consists of a machine listing of occupational categories of Agency positions. Information contained on listing reflects standard Agency titles, code numbers, and grade range. Listing is used as a working media in comparing Agency titles and codes with those of the Civil Service Commission for possible Agency conformance. (Current)</p>	<p>.3</p>	<p>Temporary. Destroy upon receipt of revised listing.</p>
<p><b>SECRET</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
279	OCCUPATIONAL HANDBOOK FILE	SECRET	
	<p>Consists of copies of the "Occupational Handbook of Classification Titles and Codes and the reproduction negatives for the handbook. This handbook was developed by the Branch to serve as a working media for the assignment of standard titles and codes to Agency positions, for the occupational coding of employee qualifications, and as a reference to position statistics, etc. Record copies of the handbook are maintained by the Regulations Control Staff.</p>		
	<p>a. Occupational Handbook of Classification Titles and Codes. Arranged by occupational code numbers.</p> <p>b. Reproduction negatives for the occupational handbook.</p>		<p>1.0 Temporary. Destroy when superseded or obsolete.</p> <p>.4 Temporary. Destroy when superseded or obsolete.</p>
280	POSITION AND QUALIFICATION STANDARDS FILE		
	<p>Consists of copies of Agency Position and Qualification Standards. These standards were developed by the Branch and serve as working guides for the determination of title, occupational code, and grade of Agency positions and for the determination of appropriate qualifications of individuals assigned to positions.</p>		
	<p>a. Position and Qualification Standards, Arranged by occupational code number.</p>	3.5	Temporary. Destroy when superseded or obsolete.
	<p>b. Reproduction negatives for position and qualification standards.</p>	1.0	Temporary. Destroy when superseded or obsolete.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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281	LIBRARY MATERIAL  Consists of bound library books, dictionaries, 1.5 guides, manuals, etc., maintained for reference purposes.	<b>SECRET</b>	Temporary. Return to Library when no longer needed for reference purposes.
282	REFERENCE PUBLICATIONS FILE  Consists of published material such as CIA Regulations and Notices, OP Memorandums, Positions Classification Standards, and similar reference material.	35.9	Temporary. Destroy when no longer needed for reference purposes.
		<b>SECRET</b>	

# RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO.

40-57

OFFICE, DIVISION, BRANCH

Personnel, Position Evaluation Division, Clandestine Services Branch

SIGNATURE

TITLE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

283

BRANCH SUBJECT FILE

Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject.  
(1952-1957)

1.3

Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be placed in current file.)

284

ACTIVITY REPORTS FILE

*DISCONTINUED RRM*  
Consists of bi-weekly reports containing a summary of the activities of the Branch. The reports include statistics on position audits, number of position descriptions allocated, Form 261's processed, etc. Filed chronologically.  
(1956-1957)

.1

Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

285

CONVENIENCE FILE (Reading)

Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically by fiscal year.  
(1952-1957)

.7

Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

SECRET



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
286	<p>TABLE OF ORGANIZATION FILES</p> <p>Consists of extra copies of the Agency T/O used as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on these copies for use in verifying the revised T/O. Arranged organizationally.</p> <p>(1957)</p>	2.0	Temporary. Destroy upon verification of revised T/O.
287	<p>T/O CHANGE FILE</p> <p>Consists of retained copies of Form 261, T/O Change Authorization, and copies of requests for changes, concurrences, etc. Files are maintained by the Branch for reference purposes, the record copies of Form 261, concurrences, etc., are maintained in the Office of the Chief. Files are arranged organizationally or by Project as appropriate and chronologically by date of approval thereunder.</p> <p>(1950-1957)</p>	2.4	Temporary. Destroy when 6 months old.
288	<p>POSITION DESCRIPTION FILES</p> <p>Consists of SF75 and Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each covert position in the Agency.</p> <p>a. Current Files. Consists of the current position description and related papers maintained by each Position Evaluation Officer for his area of responsibility. File organizationally and by position number thereunder.</p> <p>(1952-1957)</p>	18.7	Temporary. When position is abolished or description becomes obsolete place in Obsolete File and destroy related papers.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
288	<p><u>POSITION DESCRIPTION FILES CONTINUED</u></p> <p>b. Obsolete File. Consists of the obsolete position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1946-1957)</p>	5.0	<p>Temporary. Disposal not authorized. Retain 1 copy of all superseded descriptions and descriptions of positions abolished after September 1, 1950. Retire to Records Center when 1 year old.</p>
289	<p><u>POSITION NUMBER REGISTER</u></p> <p>Consists of machine listings containing information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Files are maintained to facilitate reference to Agency positions and for assigning numbers to new positions.</p>	.1	<p>Temporary. Destroy upon receipt of current listings.</p>
290	<p><u>POSITION EVALUATION SURVEY FILES</u></p> <p>Consists of case files containing correspondence, survey reports, functional statements, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analyses of positions, grade structures, position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Each file is arranged organizationally by division. (1952-1957)</p>	1.6	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

**SECRET**

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
291	<p>POSITION EVALUATION OFFICER'S WORKING FILES</p> <p>Consists primarily of correspondence on special projects, wage schedules, office notices, pamphlets, etc., not contained in the survey files. These files are maintained by the Position Evaluation Officers for reference. Filing arrangement varies with each file.</p> <p>(1952-1957)</p>	3.5	Temporary. Destroy when no longer needed for reference purposes.
292	<p>PERSONNEL ACTION LOG</p> <p>Consists of a loose-leaf binder containing copies of Form 192, Daily Log of Personnel Actions, used to record the receipt and dispatch of SF52, Request for Personnel Action, charged to the Branch. Filed chronologically.</p> <p>(1955-1957)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
293	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, OSC Position Classification Standards, and similar reference material.</p>	6.3	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

**SECRET**

SIGNATURE

25

Personnel, Records and Services Division, Office of the Chief

TITLE

DATE

DC/NSD

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
294	<b>DIVISION SUBJECT FILE</b>  Consists of correspondence, reports, and other papers pertaining to the administration of a central processing service for official travel; maintenance of the official Agency personnel files; compilation of personnel statistics; and furnishing employee services. Filed alphabetically by subject. (1953-1957)	4.4	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
295	<b>OFFICIAL PERSONNEL FOLDERS (Division Employees)</b>  A portion of the file described in item 353. Consists of the folders of Division employees maintained separately to limit access to them. Filed alphabetically by surname. (Current)	5.0	Disposal not authorized. (Transfer case to Files Section upon transfer or separation of employee)
296	<b>PERSONNEL FOLDER LOG</b>  Records of the receipt and dispatch of all employee and applicant folders charged to the office. Contains folder title, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant. (1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	
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297	EMPLOYEE RECORD CARD FILE	SECRET		
	Consists of OF4b, Employee Record Card, maintained on each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed by organizational level. (Current)		.1	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer of employee within the Agency.
298	SECURITY HOLD FILE			
	Consists of 3"x5" cards which serve as a tickler for follow-up purposes on cases where processing has been suspended at the request of the Office of Security. Filed chronologically by follow-up date. (Current)	.1	Temporary. Destroy when processing is resumed or cancelled.	
299	RYBAT FILE			
	Consists of papers normally maintained in the official personnel folder (see item 353) but maintained separately because of security reasons. Filed alphabetically by name of employee. (Current)	2.0	Disposal not authorized. Retain in current files area indefinitely.	
SECRET				
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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300	<p>R&amp;SD MEMORANDUM FILE</p> <p>Consists of administrative issuances (Records and Services Division Memorandum) prepared and issued by the Division to supplement the Office of Personnel Memorandums. Filed numerically by Memorandum number.</p> <p>(Current)</p>	<p>SECRET</p> <p>5.2</p>	<p>Temporary. Destroy when superseded or obsolete.</p>
301	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, brochures, etc., maintained for reference purposes.</p>	<p>5.5</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
<p>SECRET</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>			



RECORDS CONTROL SCHEDULE NO. 40-57 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4 <b>SECRET</b>		SCHEDULE NO. 40-57 CONCURRENCE	
OFFICE, DIVISION, BRANCH Personnel, Records and Services Division, Records Control Officer's Files		SIGNATURE TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
302	<b>FORMS CONTROL FILE</b>  Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain the concurrences, authorizations, survey work sheets, and copies of the requests for revisions, requests for new forms, reproduction requisitions, and similar material. Arranged numerically by form number. (1950-1957)	3.4	Temporary. Destroy 7 years after related form is discontinued, superseded, or obsolete. (Place in inactive file when related form is discontinued, superseded, or obsolete, cut off inactive file every other year and transfer to Records Center.)
303	<b>WORKING FILE</b>  Consists of a file accumulated in the performance of duties as Records Control Officer. This file contains information on proposed forms, form revisions, equipment and service matters, Records Management etc. Filed by subject. (1947-1957)	1.0	Temporary. Destroy when no longer needed for reference purposes.
304	<b>VITAL MATERIALS DEPOSIT SLIP FILE</b>  Consists of the returned signed copies of Form 620, Vital Materials Transfer Slip, reflecting deposits made by the Office. File also contains a register of assigned deposit numbers.  a. Form 620, Vital Materials Transfer Slip, Arranged organizationally and numerically thereunder. (1952-1957)	.4	Disposal not authorized. Retain in current files area indefinitely.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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304	CONTINUED  b. Number Register. Arranged chronologically. (1956-1957)	./	Temporary. Destroy when 1 year old.
305	VITAL MATERIALS INVENTORY FILE  Consists of Form 676 which is a record of Vital Material deposit and withdrawal activity and an inventory of deposits made by the office. Received annually. (1956-1957)	.1	Temporary. Destroy when superseded.
306	MACHINE LISTINGS  Consists of machine listings which serve as a master index and reference to all forms currently in use in the agency. (Current)	.1	Temporary. Destroy when superseded or obsolete.
307	REPORTS REFERENCE FILE  Consists of Form 855, Reports Reference, and related surveys maintained as a control on the distribution, reporting procedures, reporting frequency, and purpose of all reports prepared in the Office of Personnel. Arranged organizationally and alphabetically by report title thereunder. (1956-1957)	.1	Temporary. Destroy 2 years after report is discontinued.
308	REPRODUCTION NUMBER REGISTER  Consists of a record of reproduction job numbers assigned to requisitions initiated in the Office of Personnel to have material reproduced by Agency reproduction facilities. Arranged chronologically. (1954-1957)	.1	Temporary. Destroy when 1 year old.
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RECORDS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Records and Services Division, Correspondence Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
309	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1953-1957)</p>	1.4	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
310	<p>CORRESPONDENCE FILE</p> <p>Consists of one copy of each letter prepared by the Branch in the performance of its correspondence function for the Office of Personnel. This correspondence is of a routine nature, such as notifications of processing, requests for additional information, and notice of rejection. These copies are maintained for convenience of reference, the record copy being maintained in the appropriate case file. Filed in two categories (applicant cases and processing cases), and alphabetically thereunder by name of addressee. (1956-1957)</p>	7.2	Temporary. Destroy when 6 months old. (Maintain a 6 month level; thereafter destroy oldest month after filing current month.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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311	<b>SELECTED CORRESPONDENCE FILES</b>  Consists of copies (in addition to those in the Correspondence File) of correspondence selected for possible later use as guides in the preparation of similar letters. The majority of this correspondence was prepared for personnel signature of the Director of Personnel, the DCI and DDCI. Filed chronologically. (1954-1955)	<b>SECRET</b>  .6	Temporary. Destroy when no longer needed for reference purposes.
312	<b>SAMPLE BOOKS</b>  Consists of loose-leaf binders containing copies of sample letters used as guides in preparing routine correspondence. A reference copy of these guides is maintained by each person responsible for correspondence preparation. Filed numerically by code number assigned each letter. (Current)	4.8	Temporary. Destroy when superseded or obsolete.
313	<b>ACTIVITY REPORTS FILE</b>  Consists of daily, weekly, and monthly Branch activity reports. The daily report serves as a worksheet for the preparation of the weekly report which is in turn summarized in the monthly report. Filed by type of report and chronologically thereunder. (1954-1957)	.4	Temporary. Destroy daily reports every 3 months; destroy weekly and monthly reports when no longer needed for reference purposes.
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ITEM NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
314	<p><b>FLEXOWRITER TAPES</b></p> <p>Consists of Flexowriter tapes used in preparing routine letters. Also includes some Robotyper rolls used for the same purpose. Arranged numerically by code number assigned to each letter. (Current)</p>	<p><b>SECRET</b></p> <p>2.0</p>	<p>Temporary. Destroy when superseded or obsolete.</p>
315	<p><b>LIBRARY MATERIAL</b></p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	<p>2.0</p>	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>
316	<p><b>REFERENCE PUBLICATIONS FILE</b></p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.</p>	<p>2.4</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

**SECRET**

RECORDED COPY OF SCHEDULE NO. 40-57  
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**SECRET**

OFFICE, DIVISION, BRANCH

Personnel, Records and Services Division, Central Processing Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
317	<b>BRANCH SUBJECT FILE</b>  Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1951-1957)	3.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
318	<b>TRAVEL CASE FILES</b>  Consists of case files pertaining to the travel of employees. These files are accumulated by the Branch in the process of assisting personnel performing official travel. Files include travel orders, shipping data, record of transportation furnished, foreign duty data, clearances, etc. Filed alphabetically by surname. (Current)		
	a. Active cases. Contains PCS and TDY cases being actively processed.	3.0	Temporary. Upon completion of each case forward PCS cases to Transactions and Records Branch for screening and filing in Official Personnel Folder. Place TDY cases in TDY file.
	b. Pending cases. Contains PCS and TDY cases on which the Branch has been alerted but on which actual processing has not begun.	1.6	Temporary. Place in file with active cases when processing begins.
	c. TDY cases. Contains TDY cases which have been processed for travel and are now being held pending return processing.	2.7	Temporary. Place in file with active cases when processing begins.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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319	PROCESSING CONTROL CARD FILES	SECRET	
	Consists of files maintained for control and follow-up purposes during the various stages of processing.		
	a. Form 1220a, Documentation and Services Certification. Filed alphabetically by surname.		Temporary. Place in employee's folder in the Travel Case File (Item 318) upon completion of case.
	b. Form 380, Travel Processing Follow-up Record (3x5). Arranged by status of processing and thereunder alphabetically by surname.		Temporary. Destroy upon completion of case.
	c. Form 757, Control and Travel Record, (8x10 $\frac{1}{2}$ ). Filed alphabetically by surname.		Temporary. Place in employee's folder in the Travel Case File (Item 318) upon completion of case.
	d. Form 230, Travel Order Documentation Control (3"x5"). Filed alphabetically by surname.	3.0	Temporary. Destroy 6 months after true separation.
320	ASSIGNMENT BOOK		
	Consists of a loose-leaf binder containing the names of employees being processed and the name of the Branch employee assigned each case. In addition to serving as a reference on who handled each case it includes information such as data employee checked out, type of duty, and when dependents are to follow. Filed alphabetically by surname.	.1	Temporary. Destroy when all cases on a page are completed.
	(1957)		
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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321	<b>POST REPORTS FILES</b>  Consists of reports, correspondence, brochures, etc., containing information on conditions at overseas posts or stations. Used in briefing employees, who are going overseas, on housing, clothing, health, transportation, and other conditions at the station. Consists of [ ] post reports, FOA reports, intelligence reports, travel folders, etc. Filed alphabetically by post.	7.0	Temporary. Destroy when superseded or obsolete.
322	<b>TRAVEL ORDER FILE</b>  Consists of the original signed copy of Form 540, Travel Order, maintained as a record of the authentication of official travel. Filed by fiscal year and numerically thereunder. (1957-1958)	9.7	Temporary. Destroy when 4 years old. (Cut off at end of each fiscal year; transfer to the Records Center 1 year thereafter.)
323	<b>TRAVEL DOCUMENTS FILE</b> <i>(special filing)</i> Consists of envelopes containing necessary travel documents which will be given to the employee upon departure. File includes passports, tickets, ID cards, and [ ] travel orders. Filed alphabetically by surname. (Current)	2.8	Temporary. Issue to employee upon departure on official travel.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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324	<b>SPACE RESERVATION FILE</b>  Consists of Form 93.132, Memorandum Securing Space for Sale to Passengers (4"x6" railroad form), prepared as a record of reservations made for each individual: Filed alphabetically by surname.  (1957)	<b>SECRET</b>  .1	Temporary. Destroy when 3 months old.
325	<b>TRANSPORTATION REQUEST FILE</b>  Consists of SF-1169, United States of America Transportation Request, maintained as a record of transportation requests used. Filed alphabetically by name of traveler.  (1954-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
326	<b>TRANSPORTATION FURNISHED FILE</b>  Consists of extra copies of Form 260, Record of Transportation, <del>containing</del> containing information on type of transportation furnished, departure date, cost, ticket number, etc. This file is maintained only for convenience of reference. Filed chronologically.  (1955-1957)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
327	<b>CHECK OUT REGISTER</b>  Consists of a book containing information on all employees who have departed for overseas assignments. Includes information on type of duty, grade, destination, and sponsoring Division or Office. Filed chronologically.  (1955-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
<b>SECRET</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<b>SECRET</b>		
328	TRAVEL ORDER SIGNATURE FILE  Consists of 3"x5" cards containing signatures of Agency officials authorized to sign official travel orders. Used as a check against signatures appearing on travel orders. Filed alphabetically by surname.	.2	Temporary. Destroy when superseded or obsolete.
329	CREDENTIAL FILES  Consists of passports and ID cards turned in by employees upon completion of travel and maintained by the Branch for possible re-use.  a. Passport File. Filed alphabetically by name.  b. ID Card File. Filed alphabetically by surname.	6.0  1.0	Temporary. Screen annually and return expired passports, and those of separated employees to Department of State.  Temporary. Return to Department of Defense upon separation of employee.
330	CREDENTIAL REQUEST FILES  Consists of requests for passports, ID cards, and Agency badges.  a. Passport Request File. Filed by source of request and chronologically thereunder. (1957)  b. ID Card Request File. Filed chronologically. (1957)  c. Agency Badge Request File. Filed alphabetically by name. (1955-1957)	.1  .1  .4	Temporary. Destroy when 1 year old.  Temporary. Destroy when 1 year old.  Temporary. Destroy when 1 year old.
	<b>SECRET</b>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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331	<p><b>CREDENTIAL DISPOSAL FILES</b></p> <p>Consists of lists of Agency badges, passports, and ID cards returned to the originators for disposition.</p> <p>a. Agency Badge Disposal File. Contains lists of badges returned to the Security Office for disposition. Filed chronologically. (1955-1957)</p> <p>b. Passport Disposal File. Contains lists of passports returned to the Department of State for disposition. Filed chronologically. (1954-1957)</p> <p>c. ID Card Disposal File. Contains lists of ID cards returned to the [redacted] for disposition. Filed chronologically. (1957)</p>	<p><b>SECRET</b></p> <p>.1</p> <p>.6</p> <p>.1</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
332	<p><b>DOMESTIC TRAVEL ACCOUNT FILE</b></p> <p>Consists of retained copies of Form 282, Accounting By Individual For Advance, Form 260, Record of Transportation, Form 606, Confidential Funds Posting Voucher, and related correspondence reflecting accountability for expenditures. This file contains information on funds advanced to personnel performing official domestic travel. Arranged chronologically. (1953-1957)</p>	.1	Temporary. Destroy 4 years after audit and clearance.
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333	<b>CABLE FILE</b>  Consists of extra copies of outgoing cables originated by the Branch and maintained for convenience of reference. Filed chronologically. (1956-1957)	<b>SECRET</b>  .3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
334	<b>LIBRARY MATERIAL</b>  Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	5.5	Temporary. Return to Library when no longer needed for reference purposes.
335	<b>REFERENCE PUBLICATIONS FILE</b>  Consists of published material such as regulations, notices, airline guides, hotel guides, and travel processing instructions.	15.1	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Records and Services Division, Statistical Reporting Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
336	BRANCH SUBJECT FILE  Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1952-1957)	2.5	Temporary. Destroy 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
337	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1957)	1.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
338	PERSONNEL REPORTS FILE  Consists of periodic and special reports required on the various phases of personnel administration. Filed by type of report and chronologically thereunder.  a. Annual Personnel Statistical Review. (1953-1957)  b. Monthly Personnel Statistical Review and supplements thereto. (1953-1957)	1.0  3.0	Permanent. Disposal not authorized. (Maintain a 5 year level; thereafter transfer oldest year to the Records Center after filing current year.)  Permanent. Disposal not authorized. (Maintain a 5 year level; thereafter transfer oldest year to the Records Center after filing current year.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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338	<p>CONTINUED</p> <p>c. Quarterly Consultant Report. Contains names and amount and rate of pay of all consultants utilized by the Agency.</p> <p>d. "Eyes Only" strength Report. Contains statistical information substantially duplicated in the Monthly Personnel Statistical Review. (1947-1957)</p> <p>e. Monthly Report of Separations. Contains statistical information on personnel separations by separation factor and includes copies of Form 971, Report of Separation prepared by the Employee Relations Branch. (1952-1957)</p> <p>f. All other reports including special reports. (1952-1957)</p>	<p>.2</p> <p>3.2</p> <p>3.0</p> <p>6.7</p>	<p>Permanent. Disposal not authorized. (Cut off every other year; transfer to the Records Center 2 years thereafter.)</p> <p>Temporary. Disposal not authorized. (Retain in current files area indefinitely.)</p> <p>Temporary. Destroy when 5 years old. (Cut off at end of each year; destroy 5 years thereafter.)</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
339	<p>MACHINE LISTINGS (STATISTICAL TABULATIONS)</p> <p>Consists of listings containing statistical information on personnel activities which were prepared for machine record cards. Used primarily in the preparation of summary reports. Filed by type of report. (1953-1957)</p>	<p>17.5</p>	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
340	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p><b>MACHINE LISTINGS (ROSTERS)</b></p> <p>Consists of listings containing rosters of positions and personnel which were prepared from machine record cards. (1952-1957)</p> <p>a. Position Control Register</p> <p>(1) Quarterly registers. These are the listings prepared for the months of March, June, September, and December.</p> <p>(2) All others.</p> <p>b. Combined Alphabetical Listing</p> <p>(1) Quarterly listings, these are the listings prepared for the months of March, June, September, and December.</p> <p>(2) All others</p> <p>c. Name Change Roster</p> <p>(1) Annual Listing. These are complete compilations of the monthly rosters.</p> <p>(2) Monthly Name Change Rosters</p> <p>d. All other rosters</p>	<p>5.5</p> <p>2.0</p> <p>1.0</p> <p>2.0</p> <p>1.0</p> <p>.5</p> <p>3.0</p>	<p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 1 year old.</p> <p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)</p> <p>Temporary. Destroy upon receipt of annual roster covering the changes contained in the monthly rosters.</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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341

**WORK PAPERS**

Consists of work sheets created in the course of compiling statistics and preparing reports. The information contained in these work papers is reflected in the final reports.  
(1954-1957)

2.3

Temporary. Destroy upon preparation or related reports.

342

**STAFF AGENT CARD FILE**

Consists of machine record cards containing coded information concerning the positions, grade, EOD, DOG, assignment, etc. of staff agents. Used for preparing rosters and statistical tabulations on staff agents.  
(1955-1957)

.4

Temporary. Destroy upon preparation of a new card or upon separation of staff agent.

343

**CODING SHEET FILE**

Consists of an unnumbered form, containing coded information, created to facilitate the preparation of the machine record card described above.  
(1954-1957)

.8

Temporary. Destroy upon preparation and varification of the related machine record card.

344

**T/O CHANGE AUTHORIZATION FILE**

Consists of Form 261, T/O Change Authorization, and related correspondence. Used in maintaining the Position Control Register current. Arranged organizationally.  
(1953-1957)

3.2

Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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	<b>SECRET</b>		
345	<p>PERSONNEL ACTION FILE</p> <p><i>Forms 1150, 1150a, 1152 &amp; 1152a</i></p> <p>Consists of copies of <del>SF-50</del> and <del>SF-52</del> received by the Branch and used to prepare the Daily Strength Report. The Daily Strength is also reflected in the MPSR. Arranged chronologically. (1957)</p>	1.0	Temporary. Destroy when 6 months old.
346	<p>APPLICANT PROCESSING CANCELLATION FILE</p> <p>Consists of Form 639, Cancellation of Applicant Processing, used by the Branch in compiling information for a monthly applicant cancellation report. Filed alphabetically by applicant's name. (1956-1957)</p>	.2	Temporary. Destroy upon preparation of the monthly report.
347	<p>GRAPHIC CHART FILE</p> <p>Consists of large statistical charts prepared for use in briefings and training courses. Includes charts on civilian and military combined strength, staff personnel gains and losses, promotion, rate, and departmental and field on duty strength.</p>	2.0	Temporary. Destroy when superseded or obsolete.
348	<p>COURIER RECEIPT FILE</p> <p>Consists of the Branch copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addresses. Filed chronologically. (1956-1957)</p>	.1	Temporary. Destroy when 1 year old.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
349	LIBRARY MATERIAL  Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	1.0	Temporary. Return to Library when no longer needed for reference purposes.
350	REFERENCE PUBLICATIONS FILE  Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.	1.5	Temporary. Destroy when no longer needed for reference purposes.

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# RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Records and Services Division, Transactions and  
Records Branch

SIGNATURE

TITLE

DATE

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

351

## BRANCH SUBJECT FILE

Consists of correspondence, reports, and  
other papers accumulated in the general  
administration of the activities of the  
Branch. Filed alphabetically by subject.  
(1952-1957)

3.8

Temporary. Destroy when 2 years old.  
(Cut off at end of each year; destroy  
2 years thereafter.)

352

## LEAVE RECORD FILE

Consists of SF 1137, Leave Record, maintained  
for each employee of the Division as a record  
of leave taken and accrued. Filed alphabe-  
tically by surname.

.1

Temporary. Destroy when leave balance  
is transferred to new card or employee  
leaves the Division.

353

## OFFICIAL PERSONNEL FOLDER FILE

Consists of official personnel folders  
containing papers which completely docu-  
ment the service of an employee. Each  
folder consists of two sections; A section  
comprising permanent documents filed on the  
right side of the folder, and a section  
comprising temporary records, filed on the  
left side of the folder. Filed alphabetically  
by name.

823.3

(Current)

a. Staff Employee Folders.

Temporary. Dispose of in the following  
manner:

1. Upon true separation for reasons other  
than transfer to other Federal Agencies

a. Screen and destroy duplicate docu-  
ments on left side of folder.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
353	OFFICIAL PERSONNEL FOLDER FILE <u>CONTINUED</u>	SECRET	<p>b. File folders alphabetically by name in an inactive file.</p> <p>c. Cut off inactive file at end of each year and transfer to the Records Center 1 year thereafter.</p> <p>d. Destroy, at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>2. Upon true separation when employee transfers to another Federal Agency - -</p> <p>a. Screen and destroy duplicate documents on left side of folder.</p> <p>b. File folder in a temporary file, in alphabetical order, pending receipt of a request for the folder from the gaining Agency.</p> <p>c. Upon receipt of request for the folder screen folder and remove classified and sensitive documents in accordance with [ ] and file this material alphabetically in the inactive file of true separation.</p> <p>3. Upon separation to Staff Agent Status</p> <p>a. File folder alphabetically in inactive file of separated employees.</p> <p>b. Upon receipt of notification of termination of Staff Agent status, return folder to active file or handle as true separation as appropriate.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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353	<p><b>OFFICIAL PERSONNEL FOLDER FILE <u>CONTINUED</u></b></p> <p>b. Consultants Folders Consists of official folder containing papers which document the affiliation of individuals with Agency as overt consultants. File includes correspondence and related form records pertaining to the justification for consultant, contract and contract agreements, security clearance, and consultants status. Filed alphabetically by name. (Current)</p> <p>c. W.A.E. FOLDERS Consists of official folders containing papers which document the part-time Agency employment of individuals paid on a "when actually employed" basis. Filed alphabetically by name. (Current)</p>		<p>Temporary. Upon termination of consultants services, place folder in inactive file with folders of employees who were true separations for reasons other than transfer to other Federal Agencies, and then dispose of as prescribed in disposition instruction 1c and d.</p>
354	<p><b>PERSONNEL FOLDER LOAN REQUEST FILE</b></p> <p>Consists of copies of Form 198, Certified Request For Loan and Form 198a, Certified Report of Transfer. These 3"x5" cards are used in the charge out and control system for Official Personnel Folders. Arranged alphabetically by name. (1957)</p>	.3	<p>Temporary. Destroy upon return of folder to which card relates.</p>

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## FILES IDENTIFICATION

SECRET

## DISPOSITION INSTRUCTIONS

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355

## NATIVE EMPLOYEE FOLDER FILE

Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder.  
(Current)

3.7

Temporary. Upon termination of individuals employment, place folder in inactive ~~Native~~ Employee file and then dispose of as prescribed in item 353 disposition instruction lc and d.

356

## APPLICANT FOLDER FILE

Consists of case files on individuals who have applied for employment with the Agency. Folders include application for employment, report of interview, personal history statement, and request for security clearance. Documents from these folders become a part of the Official Personnel Folder upon entrance on duty of individual. File also contains cases on selected "Fulbright" students. Filed alphabetically by name.  
(Current)

324.5

Temporary. Screen annually and destroy those indicating a period of 2 years since date of last interest, except those whose qualifications have been coded or those with a suspense notation for retention due to security, medical, or congressional interest factors, which will be destroyed 5 years after date of last contact unless otherwise noted.

357

## SERVICE RECORD CARD FILE

Consists of copies of SF-7, Service Record Card, maintained on each Staff employee, staff agent, and overt consultant. The file provides a current picture of each Organizational segment and shows such information as location of employees; vacancies pending actions; and names of incumbents of positions. The file also provides a summarized record of the employees service.

- a. Service Record Cards on staff employees and staff agents. Filed organizationally.  
(Current)

23.0

Temporary. Disposal not authorized at this time. (Place in inactive file upon separation of employees and retain in current files area.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
357	SERVICE RECORD CARD FILE <u>CONTINUED</u>	<b>SECRET</b>	
	b. Service Record Cards on overt consultants. .1 Filed alphabetically by name. (Current)		Temporary. Disposal not authorized at this time. (Upon termination of consultants services place card in inactive file described above.)
358	POSITION IDENTIFICATION STRIPS		
	Consists of copies of SF-7d, Position Identification Strip, used with SF-7, Service Record Card, to provide summary data on each position occupied. Filed organizationally. (Current)		Temporary. Destroy when position is canceled or new strip is prepared.
359	APPLICANT CONTROL FILE		
	Consists of a 3"x5" card (not a form) for each applicant folder maintained and on which the location of the folder is noted when charged out; a copy of Form 37, Record of Destroyed Applicant File, for each applicant folder that has been destroyed; and a copy of Form 87, Field Reject Card, for each applicant rejected and for which a folder was not prepared. Filed alphabetically by name.	52.8	
	a. 3"x5" applicant folder card.		Temporary. Destroy upon EOD or destruction of applicant folder and preparation of Form 37, Record of Destroyed Applicant File.
	b. Form 37, Record of Destroyed Applicant File.		Temporary. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 2 years thereafter.)
	c. Form 87, Field reject Card.		Temporary. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 2 years thereafter.)
	<i>[Form 38, Contact Letter Control]</i>		
	<b>SECRET</b>		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
360	<p>APPLICANT TICKLER FILE</p> <p>Consists of 3"x5" cards prepared on selected applicants and used as a follow-up. The cards are prepared in response to requests from offices which desire to have an applicant's folder forwarded at a specified future date. Filed chronologically by date of follow-up. (Current)</p>	<p><b>SECRET</b></p> <p>.1</p>	<p>Temporary. Destroy after folder has been forwarded to appropriate office.</p>
361	<p>STATUS OF PROCESSING FILE</p> <p>Consists of Form 835, Appointment Processing Record (5"x8"), containing information on applicants, such as date of security initiation, date interim letters were sent, physical location of folder, etc. Card is used as a reference to the processing status of each applicant and as a locator on the folder. Filed alphabetically by name. (Current)</p>	<p>1.7</p>	<p>Temporary. Destroy 3 months after completion of processing. (Place in inactive file upon completion of processing destroy 3 months thereafter.</p>
362	<p>PROCESSING TICKLER FILE</p> <p>Consists of Form 835a, Appointment <del>Control</del> Control, used as a tickler for Form 835, Appointment Processing Record, and to schedule interim correspondence sent to applicants during processing. Filed chronologically by date of follow-up. (Current)</p>	<p>1.0</p>	<p>Temporary. Destroy upon completion of processing.</p>
	<p><b>SECRET</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>		



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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363	<b>APPLICANT INQUIRY FILE</b>  Consists of 3"x5" cards on applicants in process containing name of applicant and office for which he is being processed. The cards are used as a guide in answering inquiries coming from outside the Agency; the color the card indicating the amount of information which can be divulged. Filed alphabetically by name. (Current)	.5	Temporary. Destroy upon applicants entrance on duty and preparation of Employee Locator Card.
364	<b>EMPLOYEE LOCATOR FILE</b>  Consists of cards maintained on employees of the Agency containing name, grade, position title, office to which assigned, etc. Cards are used as guides in answering inquiries on credit references, salary, etc. The color of the card indicates the amount of information which can be divulged. Filed alphabetically by name.	6.0	Temporary. Disposal not authorized, retain in current files area indefinitely.
365	<b>EMPLOYEE INQUIRY AND ACTION FILE</b>  Consists of Form 81, Record of Inquiry and Action Taken, containing a record of information on employees furnished in response to inquiries directed to the Agency. Used to determine what information has been furnished previously. Filed alphabetically by name. (1956-1957)	2.0	Temporary. Destroy 1 year after last inquiry. (Screen annually and destroy cards on employees on which there has been no action in the past year.) <i>Note: Central Cover Branch (VDP is desirous of having Forms 81 transferred to CCB periodically for cover reference this is being done.</i>
366	<b>PERSONNEL ACTION FILE</b>  Consists of Flexowriter tapes used in preparing personnel actions. These tapes replace the file copies of <del>SP-50</del> previously maintained by the Branch. Filed alphabetically by name. (1957) 1150	7.0	Temporary. Destroy upon preparation of new tape
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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367	<b>PERSONNEL ACTION TRANSMITTAL FILE</b> <i>1150</i> Consists of lists used to transmit copies of <del>SE-50</del> , Notification of Personnel Action, to the Office of the Comptroller. The file is in two parts; one consisting of retained copies of the transmittals and other containing the return signed copies. (1956-1957)	<b>SECRET</b> 1.2	Temporary. Destroy when 6 months old.
368	<b>LEAVE WITHOUT PAY FILE</b> Consists of 3"x5" cards covering personnel on leave without pay. Cards contain name of individual, date leave without pay began, and date of expected return to duty. These cards are used to confirm date of return with the individual and as a basis for preparation of Form 377, Request for Security Clearance. Filed chronologically by date of expected return. (Current)	.1	Temporary. Destroy upon return to duty.
369	<b>POSITION INVENTORY SUBJECT FILE</b> Consists of correspondence, reports, and other papers accumulated in the general administration of the Position Inventory Section. Filed alphabetically by subject. (1954-1957)	1.8	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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370	COURIER RECEIPT FILE	<b>SECRET</b> .1	Temporary. Destroy when 1 year old.
Consists of the office copy of Form 35-16 Courier's Classified Mail Receipt which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1957)			
371	CLASSIFIED MAIL LOG	.7	Temporary. Destroy when 1 year old.
Record of the receipt and dispatch of all classified material and selected unclassified reports and correspondence. Separate logs are maintained for incoming and outgoing material, outgoing log carries courier receipt no. File maintained primarily for security reasons. Filed chronologically. (1953-1957)			
372	REFERENCE PUBLICATIONS FILE	6.8	Temporary. Destroy when no longer needed for reference purposes.
Consists of published material such as regulations, notices, handbooks, circulars. etc., maintained for reference purposes.			
<b>SECRET</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			

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RECORDS CONTROL SCHEDULE NO. 65/11/21 : CIP 176-00487A000100260001-4

**SECRET**

SCHEDULE NO. 49-57

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Office of the Chief

SIGN

TITLE

9 CPD

7 Jan 58

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
373	<b>DIVISION SUBJECT FILE</b>  Consists of correspondence, reports, and other papers pertaining to the drafting of contracts for personal services of individuals, commercial firms, and educational institutions; computation of equalization allowances; and the administration and processing of staff agents. Filed alphabetically by subject. (1952-1957)	1.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
374	<b>PROGRESS REPORTS FILE</b>  Consists of semi-annual and annual reports prepared for the Director of Personnel. These reports contain summarized information of the activities of the Division and outline progress, program plans, and objectives. Filed chronologically. (1954-1957)	.1	Temporary. Destroy when 5 years old.
375	<b>CONVENIENCE FILE (Reading)</b>  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1956-1957)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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376	<p><b>DIVISION PERSONNEL FILE</b></p> <p>Consists of copies of personnel documents which reflect the assignment, transfer and promotion of Division employees; also includes OF4b and other information used in administering the activities of Division personnel. Filed alphabetically by surname. (Current)</p>	.1	Temporary. Destroy 6 months after transfer or separation of employee.
377	<p><b>LIBRARY MATERIAL</b></p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	5.2	Temporary. Return to Library when no longer needed for reference purposes.

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SCHEDULE NO.	7A000100260001-4 57
SIGNATURE	[Redacted Signature]
TITLE	CICPD 7 Jan 56

OFFICE, DIVISION, BRANCH
Personnel, Contract Personnel Division, Special Contracting Branch

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
378	<p>PERSONAL SERVICES FOLDER FILE</p> <p>Consists of case files containing papers documenting the assignments of detailed military personnel and the personal services of an employee on a contract basis.</p> <p>a. Detailed Military Personnel Folders. Files contain copies of the Letters of Authorization, Amendments, the Military Detail Information Check List, etc. Filed alphabetically by pseudonym. (Current)</p> <p>b. Contract Personnel Folders. Files contain copies of the contract, amendments, and other supporting papers. Filed alphabetically by pseudonym or cryptonym as appropriate. (Current)</p>	6.5	<p>Temporary. (File folders alphabetically by name in inactive file upon completion of assignment. Cut off inactive file at end of each year; destroy 1 year thereafter.)</p> <p>Temporary.</p> <ol style="list-style-type: none"><li>1. Upon termination of individuals employment place folder in inactive file.</li><li>2. Cut off inactive file every other year and transfer to Records Center 1 year thereafter.</li><li>3. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</li></ol>



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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379	<p>CONTRACT CONTROL FILE</p> <p>Consists of copies of Form 334, Contract Control, used to record contract data and to notify area divisions of contract expirations. Form contains information on original contract date, amendments, names and status of individual, compensation, etc. Arranged organizationally and alphabetically by project and pseudonym thereunder. (1949-1957)</p>	<p><b>SECRET</b> 4.5</p>	<p>Temporary. Destroy when 3 years old. (Place in inactive file upon expiration of contract; cut off inactive file at end of each year and destroy 3 years thereafter.)</p>
380	<p>DOCUMENTATION CARD LOG</p> <p>Consists of 5"x8" cards maintained on contract personnel, staff agents, and detailed military personnel, and a 3"x5" cross reference. The 5"x8" cards are used to record the receipt and dispatch of correspondence and documentation on the above types of personnel.</p> <p>a. 5"x8" cards containing employee pseudonym, area division to which assigned, and a code number used as a cross reference. These cards are used to record the receipt and dispatch of documentation on contract personnel, staff agents, detailed military personnel, and are filed alphabetically by pseudonym. (1951-1957)</p> <p>b. 3"x5" cross reference maintained in two sets; one set arranged numerically by code number; and one set arranged alphabetically by name.</p>	<p>4.2</p> <p>1.1</p>	<p>Temporary. Place in inactive file upon termination of services. (Cut off inactive file at end of each year destroy 3 years thereafter.)</p> <p>Temporary. Destroy upon destruction of related 5"x8" card log.</p>
<p><b>SECRET</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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381	COVER AGREEMENTS FILE  Consists of retained copies of various types of agreements between the Agency and individual companies, commercial firms, etc. File also contains information on plans for the internal processing and integration of individuals into the organizations; the organization and function of the companies, firms, etc.; and serves as the documentation for certain projects and participants in the projects. Filed alphabetically by project.  (1952-1957)	1.0	Permanent. Disposal not authorized. (Place in file of completed projects upon termination of project; cut off completed project file at end of 2 years and transfer to Records Center.)
382	SAMPLE CARDS  Consists of 5"x8" card files containing sample paragraphs used as guides in preparing routine contracts. A reference card file is maintained by each person responsible for preparation of contracts. Filed alphabetically by paragraph subject content.  (Current)	.7	Temporary. Destroy when superseded or obsolete.
383	SELECTED CONTRACT FILES  Consists of copies (in addition to those in the appropriate Contract Personnel Folder) of contracts selected for possible later use as guides in the preparation of similar contracts.	.4	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
384	ADMINISTRATIVE PLANS FILE  Consists of case files containing copies of internal administrative documents authorizing deviations from normal Agency rules, regulations, and policy pertaining to approved Agency projects. These plans are maintained for references purposes. Record copies are retained by the Commercial Staff. Filed by project title. (1953-1957)	2.0	Temporary. Destroy 1 year after close of project.
385	COURIER RECEIPT FILE  Consists of the Branch copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1957)	.1	Temporary. Destroy when 1 year old.
386	REFERENCE PUBLICATIONS FILE  Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.	2.5	Temporary. Destroy when no longer needed for reference purposes.
387	LIBRARY MATERIAL  Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	1.5	Temporary. Return to Library when no longer needed for reference purposes.

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SCHEDULE NO.

40-57

SECRET

25

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Processing Branch

SIGNATURE

TITLE

CPD

1 Rem SD

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
388	<p><b>STATISTICAL REPORTS FILE</b></p> <p>Consists of an unnumbered form titled "Status of Staff Agents," prepared monthly to furnish statistics to the Statistical Reporting Branch to be included in the appropriate registers. Information includes the number of staff agents on duty at end of month, gross gains and losses, number in process, etc. Filed chronologically. (1952-1957)</p>	.2	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
389	<p><b>OFFICIAL STAFF AGENT FOLDER FILES</b></p> <p>Consists of two files maintained on staff agents. Files contain papers which completely document the service of an employee as a staff agent and are maintained separately for security reasons.</p> <p>a. Folder File. Consists of request for appointment of individual as staff agent, Staff Agent Letter of Appointment, SF52, Request for Personnel Action, etc. Folders contain a code number cross referenced to the Confidential Jacket File and are filed alphabetically by Pseudonym. (Current)</p>	4.5	<p>Temporary. Upon termination of employees service as a staff agent.</p> <ol style="list-style-type: none"> <li>1. Sterilize documents in folder.</li> <li>2. Forward to Records and Services Division for incorporation in the Official Personnel Folder.</li> </ol>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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389	<p>OFFICIAL STAFF AGENT FOLDER FILES <u>CONTINUED</u></p> <p>b. Confidential Jacket File. Consists of documents in true name such as <del>Form SF-57, Personal History Statement, Form 259, Medical Action Request and Report, Pseudonym Acknowledgement Form, etc.</del>, and are filed numerically by code number. (Current)</p>	2.6	<p>Temporary. Upon termination of employee's service as a staff agent forward to Records and Services Division for incorporation in the Official Personnel Folder.</p> <p><i>Form 57(7). Does this mean SF-57. The PHS is Form 444.</i></p>
390	<p>STAFF AGENT RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, maintained on staff agents and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of staff agents. Filed organizationally and by pseudonym thereunder. (Current)</p>	.2	<p>Temporary. Destroy 1 year after termination of staff agent status.</p>
391	<p>STAFF AGENT POLICY FILE</p> <p>Consists of a loose-leaf binder containing memoranda, excerpts from regulations and notices, Office of Personnel Memoranda, etc.. File is used in the general administration of staff agents and provides information on leave, promotion, marriage, separations, etc. Arranged alphabetically by subject. (1954-1957)</p>	.1	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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392	<p>APPOINTMENT REFERENCE FILE</p> <p>Consists of copies (in addition to those in the individual Staff Agent Files) of "Letters of Appointment" maintained for reference and guides in the preparation of similar letters. Filed alphabetically by pseudonym. (1954-1957)</p>	.2	Temporary. Destroy when 1 year old.
393	<p>PAYROLL CHANGE FILE</p> <p>Consists of copies (in addition to those maintained in the appropriate Staff Agent Folder) of SF 1126, Payroll Change Slip. File is maintained for reference to payroll changes effected by periodic step increase, promotion, etc. Arranged organizationally and chronologically thereunder. (1956-1957)</p>	.1	Temporary. Destroy when 6 months old.
394	<p>FITNESS REPORT NOTIFICATION FILE</p> <p>Consists of retained copies of form letters sent to area divisions as notifications to prepare Fitness Reports on staff agents. File also contains some notifications of overdue Fitness Reports. Arranged organizationally and chronologically thereunder. (1957)</p>	.1	Temporary. Destroy when 3 months old.
395	<p>REQUEST FOR PERSONNEL ACTION FILE</p> <p>Consists of copies (in addition to those in the appropriate Staff Agent Folder) of SF52, Request for Personnel Action, maintained for convenience of reference. Filed chronologically. (1952-1957)</p>	1.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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396	<p>TRANSMITTAL FILE</p> <p>Consists of returned signed copies of manifests which accompanied staff agent personnel actions and other actions to the appropriate offices. Filed chronologically. (1957)</p>	<p><b>SECRET</b></p> <p>.1</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
397	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, OP Directives, and similar reference material.</p>	<p>2.0</p> <p><b>SECRET</b></p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

RECORDS CONTROL SCHEDULE 5  
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SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Allowances Branch

SIGNATURE

TITLE

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
398	<p>ALLOWANCES WORKING FILE</p> <p>Consists of correspondence, reports and other papers pertaining to the computation of equalization allowances, processing of allowance claims, educational claims, etc. Filed alphabetically by subject. (1952-1957)</p>	.9	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
399	<p>POST ALLOWANCE CLASSIFICATION FILE</p> <p>Consists of 5"x8" cards containing information on allowances authorized for use at posts where formalized allowances have not been established. Cards contain country name, location of post, the classification for each type of allowance, and are used as guides when processing claims for these allowances. Filed alphabetically by post name. (1955-1957)</p>	.1	Temporary. Destroy when superseded or obsolete.
400	<p>EQUALIZATION ALLOWANCE FILE</p> <p>Consists of 5"x8" cards maintained on employees who have been given equalization allowances in addition to regular post allowances. Cards contain employee name, type of allowance granted, family status, etc., and serves as a reference to those employees granted equalization allowances. Arranged alphabetically by country and post and by employee name thereunder. (1952-1957)</p>	.4	Temporary. Destroy 1 year after termination of equalization allowance.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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401	SEPARATION AND SPECIAL ALLOWANCE FILE  Consists of cases maintained on employees who have been given separation or special allowances. Cases contain requests for and Authorization for Separation Allowance, and other related correspondence. Filed alphabetically by name. (1953-1957)	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
402	STAFF EMPLOYEE AGREEMENTS FILE  Consists of retained copies of integree agreements maintained on Staff Employees who have been integrated into other agencies. File contains information pertaining to agreements and understandings between the Agency and the employee such as service outside the continental limits, transportation of dependents, etc. Filed alphabetically by name. (1953-1957)	.2	Temporary. Destroy 1 year after expiration of agreement.
403	REFERENCE PUBLICATIONS FILE  Consists of published material such as regulations, notices, salary tables, travel regulations, public laws, etc., maintained for reference purposes.	1.0	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CENTER SCHEDULE 5  
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SCHEDULE NO. 40-57

OFFICE, DIVISION, BRANCH

SECRET

Personnel, Benefit and Casualty Division, Office of the Chief

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
404	DIVISION SUBJECT FILE  Consists of correspondence, reports, and other papers pertaining to the operation of a program of life, health, and certain incidental insurance coverages for Agency personnel; the processing of claims resulting from these coverages; the counseling and guidance of personnel concerning Civil Service Retirement benefits; and the general supervision of the CIA Credit Union. Filed alphabetically by subject. (1954-1957)	3.8	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
405	CONVENIENCE FILE (Reading)  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1957)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
406	BOARD OF DIRECTORS FILES  a. Credit Union Consists of the official minutes, reports, and other correspondence related to the meetings of the Board of Directors for the Northwest Federal Credit Union. File contains information on the financial status and policies and procedures for the internal operation of the Credit Union System. Filed alphabetically by subject. (1952-1957)	2.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to Records Center thereafter 1 year).

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
406	<p>BOARD OF DIRECTORS FILES <u>CONTINUED</u></p> <p>b. Government Employees Health Association, Consists of the official minutes, agenda, reports and similar material related to the meetings of the Board Directors for the Government Employees Health Association Inc. This file also contains the Charter and By-Laws. Filed chronologically. (1952-1957)</p>	1.0	<p>Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to Records Center 1 year thereafter.)</p>
407	<p>REVOLVING FUNDS FILE</p> <p>Consists of retained copies of Form 33-16 Accounting by Individual For Advance, Form 36-126, Reimbursement For Transportation Expense, and related correspondence reflecting accountability for expenditures on a monthly basis. This file contains information on funds used for emergency transportation expenses by the Division. Filed chronologically. (1952-1957)</p>	.1	<p>Temporary. Destroy when 4 years old. (Cut off at end of each year; destroy 4 years thereafter.)</p>
408	<p>CABLE FILE</p> <p>Consists of a record of the receipt and dispatch of cables received from field offices and forwarded to the branches for action. Contains information on subject matter, cable number, date received, to whom sent, etc. After appropriate action cables are also placed in this file. File arranged organizationally and chronologically thereunder. (1954-1957)</p>	.8	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
409	<b>MASTER INSURANCE POLICY FILE</b>  Consists of master insurance policies issued by companies insuring Agency employees. These policies serve as a source of reference to the insured for policy limitations, coverages, etc. Individual policies were not issued by the United Benefit Life Insurance Company. (Current)	1.0	<b>SECRET</b>  Permanent. Disposal not authorized. (Retain in current files area indefinitely)
410	<b>REFERENCE PUBLICATIONS FILE</b>  Consists of published material such as regulations, notices, GEHA leaflets, etc., maintained for reference purposes.	1.0	Temporary. Destroy when no longer needed for reference purposes.
411	<b>LIBRARY MATERIAL</b>  Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	3.0	Temporary. Return to Library when no longer needed for reference purposes.

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REAPPS CONTROL SCHEDULE 5  
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SCHEDULE NO. 40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Casualty Division, Insurance Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
412	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, (activity and progress) and related papers pertaining to the Agency Insurance Program and the general administration of the activities of the Branch. Filed alphabetically by subject. (1953-1957)</p>	3.0	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except papers relating to establishment of programs with underwriters which will be retained indefinitely).</p>
413	<p>INSURANCE CORRESPONDENCE FILES</p> <p>Consists of correspondence, reports, dispatches, and related papers pertaining to the administration of the insurance program. Files contain information on changes of policy coverages, delinquent premium payments, application cancellations, claims settlements, etc. These files are a part of the Subject File maintained separately for convenience of reference. Filed alphabetically by subject. (1950-1957)</p>	2.1	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
414	<p>DEATH BENEFITS AND CLAIMS FILES</p> <p>Consists of copies of reports, certificates, and related correspondence accumulated by the Branch during the processing of claims for deceased employees. Types of material includes copies of the Death Claim Certificate, Proof of Death Certificate, beneficiaries acknowledgement of payment, etc. Filed chronologically. (1955-1957)</p>	.1	<p>Temporary. Upon final processing of the claims forward all material on each case to the Casualty Affairs Branch to be incorporated in the appropriate case file, (item 436).</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
415	<p>INSURANCE PROGRAM FILES</p> <p>Consists of the original applications, enrollment cards, and copies of certificate of insurance prepared for employees who are members of the various insurance programs in which the Agency participates.</p> <p>a. WAEPA File. Consists of copies of certificates for life insurance coverages issued by the War Agencies Employees Protective Association. This file also includes the Employee's Statement of Health, and Form 37-191, Insurance Application Attachment. New Accidental Death Clauses are issued each year and are retained by WAEPA. Filed numerically by certificate number. (1947-1957)</p> <p>b. UBLIC File. Consists of the Employee Enrollment Card for membership in the United Benefit Life Insurance Company, Form 152, Insurance Application Attachment, and Form 153a, Memorandum of Understanding. These cards contain the name of the applicant, group classification, effective date of policy, amount of premium, etc. Individual certificates are not issued under this plan. Filed numerically. (1948-1957)</p> <p>c. Mutual Hospitalization File. Consists of the Enrollment Card and Form 276, Posting Card, for employees with hospitalization and medical coverages underwritten by the Mutual Benefit Health and Accident Association. Posting Cards are no longer used. Premium posting is now done by the National Cash Register Accounting Machine. Filed alphabetically by name. (1954-1957)</p>	<p>10.7</p> <p>3.6</p> <p>13.7</p>	<p>Disposal not authorized by this schedule. (Place in inactive file upon cancellation of policy, cut off inactive file at end of each year and transfer to Records Center 1 year thereafter).</p> <p>Disposal not authorized by this schedule. (Place card in inactive file upon cancellation of policy; cut off inactive file at end of each year and transfer to Records Center 1 year thereafter.)</p> <p>Disposal not authorized by this schedule. (Place cards in inactive file upon cancellation of contract; cut off inactive file at end of each year and transfer to Records Center 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
415	INSURANCE PROGRAM FILES CONTINUED	SECRET	Disposal not authorized by this schedule. Retain in current files area indefinitely.
	d. Specified Diseases File. Consists of the Employee Enrollment Card containing information on group classification, name of beneficiary, effective date, etc. Individual certificates are not issued under this plan. Filed alphabetically by name. (1955-1957)		
	e. Income Replacement File. Consists of a 5"x8" Enrollment Card containing employee's name, contract number, signature, etc., and a ledger sheet showing premiums collected and payments to the underwriter. Ledger sheets are no longer used as postings are now done by the National Cash Register Accounting machine. Filed alphabetically by name. (1955-1957)	.2	Disposal not authorized by this schedule. Retain in current files area indefinitely.
	f. Air Flight File. Consists of the Aviation Ticket Accident policies issued by the Mutual Benefit Health and Accident Association for employee coverage during airflight. Filed numerically by policy number. (1954-1957)	1.0	Temporary. Destroy when 5 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
	g. Travel-Matic File. Consists of Form 39M (4"x6") which represent applications for insurance coverage under the Travel-Matic Plan. This plan insures the holder on all public carrier systems such as airplane, train, streetcar, etc. Information on application consists of amount of premium, policy number, coverage, name and address of insured, beneficiary, and effective date. of policy. Filed by numerically. (1956-1957)	.1	Temporary. Destroy when 5 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
	NOTE: In addition to the above plans of insurance there are three additional new plans available to Agency personnel (Flite Plan, Emergency Travel Plan, and Ten-Up Hospitalization and Life Plan) These will be scheduled when there is a sufficient accumulation		
FORM NO. 139a 1 JAN 56	USE PREVIOUS EDITIONS.	SECRET	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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416	<b>INSURANCE POLICY AND CONTRACT NUMBER REGISTERS</b>  Consists of individual registers used to assign policy and contract numbers to participating numbers of the various insurance programs. Registers contain name of employee, number assigned, effective date, amount of premium and are used in dealing with underwriters. Arranged numerically by policy or contract number. (1953-1957)	<b>SECRET</b>  .6	Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely.
417	<b>PREMIUM COLLECTION FILES</b>  Consists of invoices, machine listings, and daily cash records prepared and used as working tools in the collection and recording of insurance premium payments.		
	a. Invoice Files. Consists of copies of invoices containing names, contract numbers, and amount of premiums collected from those individuals making premium payments to Agency collectors. This method of receiving premium payments has been abolished and payments are now made direct to the Insurance Branch. Filed chronologically. (1948-1957)	4.0	Temporary. Destroy 2 years after audit. Retire complete file to Records Center immediately.
	b. Daily Cash Record Files. Consists of vouchers, bank deposit slips, accounting machine tapes and extra copies of the Application For Insurance. This file serves as a record of all monies collected and disbursed by the Cashiers Office and is used to balance the account on a daily basis. Filed chronologically. (1956-1957)	2.0	Temporary. Destroy 4 years after audit and clearance. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
	c. Machine Listings. Consists of machine listings containing the names of these employees making insurance premium payments by payroll deductions. Listings are used to post premiums to the posting cards. Filed chronologically.	1.3	Temporary. Destroy when 1 year old.
	<b>SECRET</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
418	<p>PREMIUM POSTING CARD FILES</p> <p>a. WAEPA Cards. Consists of 5"x8" cards used to record premium payments of WAEPA policy holders. The cards contain name, policy number, effective date, beneficiary, and amount of premium paid. These premium payments are now posted to the National Cash Register Posting Card. Filed alphabetically by name. (1952-1956)</p> <p>b. NCR Posting Cards. Consists of premium posting cards used to record all insurance premium payments received. These cards replace all previous posting cards and contain information such as name, address, type of plan, beneficiary, etc. Posting to these cards is done by use of the National Cash Register Accounting Machine. Vouchered accounts are arranged by account number and unvouchered accounts are arranged alphabetically by name. (Current)</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p><b>SECRET</b></p> <p>2.5</p> <p>6.2</p>	<p>Temporary. Destroy 4 years after audit and clearance. (Place in inactive file upon cancellation of policy; cut off inactive file at end of each year; and destroy 4 years after audit.)</p> <p>Permanent. Disposal not authorized. (Place in inactive file upon cancellation of account; retire to Records Center upon accumulation of 1 cubic foot.)</p>
419	<p>UNCOLLECTED FUNDS FILE</p> <p>Consists of 3"x5" cards prepared on employees whose checks were not acceptable by the bank. Cards contain name of employee, date of check, amount, reason for non-payment and disposition of case. Filed alphabetically by name. (1957)</p>	<p>.1</p>	<p>Temporary. Destroy each card upon final disposition of case.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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420	<p><b>NAME CARD FILE</b></p> <p>Consists of 3"x5" cards which contain the name and account number for each person participating in 1 or more of the insurance programs. Cards are used as a cross-reference to the Premium Posting Cards. Filed alphabetically by name. (Current)</p>	2.4	Temporary. Destroy upon cancellation or termination of account and retirement or related posting card.
421	<p><b>PREMIUM PAYMENTS FILE</b></p> <p>Consists of copies of listings, Group Billing Controls, and covering memorandums which accompanied checks sent to the Underwriters as payment of premiums for the various types of insurance. Listings and billings contain policy or contract number, amount being paid for each new and cancelled policies for the month, etc. Filed chronologically. (1948-1957)</p>	4.0	Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; destroy 4 years after audit.)
422	<p><b>CLAIMS REIMBURSEMENT FILE</b></p> <p>Consists of retained copies of letters forwarded to the Mutual Benefit Health And Accident Association as requests for reimbursement on claims paid by the Branch. The letters contain the total amount of the claim and an itemized list of expenses involved. The voucher portion of the check is attached to the appropriate letter when payment is received. Filed chronologically. (1954-1957)</p>	1.0	Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; destroy 4 years after audit.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
423	<p>Approved For Release 2005/11/24 : CIA-RDP78-00487A000100260001-4</p> <p>HOSPITALIZATION CLAIMS REGISTER FILE</p> <p>Consists of both an unnumbered form, and 3"x5" cards which were used as references to claims processed by the Branch and as checks against double payment. This file is being replaced by installation of a pre-numbered check system which contains a remittance statement. Filed alphabetically by name.</p> <p>(1954-1957)</p>	1.0	Temporary. Destroy 2 years after installation of the Check and Remittance Statement system.
424	<p>REJECTED CLAIMS FILE</p> <p>Consists of cases on employees whose claims for hospitalization reimbursement have been refused. File contains correspondence and related papers pertaining to reasons for refusal of payment, nature of illness, medical treatment received, etc. Filed alphabetically by name of employee.</p> <p>(1955-1957)</p>	.2	Temporary. Destroy when 5 years old.
425	<p>CHECK STUB FILE</p> <p>Consists of check stubs being held as a receipt of payment pending return of the cancelled checks. Stubs contain a running balance of the account. Filed numerically.</p> <p>(1948-1957)</p>	1.5	Temporary. Destroy when 1 year old.
426	<p>BANK STATEMENT FILE</p> <p>Consists of bank statements and cancelled checks returned from the bank reflecting deposits and expenditure of funds. The bank statements show deposits, checks drawn on the account and the current balance. Cancelled checks represent receipts for payment of claims, premium payments to the Underwriters, etc. Filed chronologically.</p> <p>(1954-1957)</p>	2.0	Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; transfer to Records Center 1 year thereafter.)



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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430	<b>DELINQUENT PREMIUM NOTICE FILE</b>  Consists of retained copies of form letters sent to employees as notifications of delinquency in paying insurance premiums. Filed chronologically. (1957)	.4	Temporary. Destroy when 3 months old. <i>Form 1084, No printed title — Delinquent Notice.</i>
431	<b>MACHINE LISTINGS</b>  Consists of 2 separate machine listings containing rosters of personnel on unvouchered funds. One listing contains employee name and banking facilities used. The other serves as an index and contains employee name and payroll number. Listings are used for making deposits to the employee's account. (Current)	.5	Temporary. Destroy upon receipt of current listing.
432	<b>CORRESPONDENCE AND MAIL LOG</b>  Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail received by the Branch. Separate logs are maintained for incoming and outgoing material. Arranged organizationally and chronologically thereunder. (1955-1957)	.2	Temporary. Destroy when 1 year old.
433	<b>REFERENCE PUBLICATIONS FILE</b>  Consists of published material such as regulations, notices, handbooks, circulars, etc., maintained for reference purposes.	3.5	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE 5  
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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Benefits and Casualty Division, Casualty Affairs Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
434	<p><b>BRANCH SUBJECT FILE</b></p> <p>Consists of correspondence, chronological file copies of outgoing correspondence, reports, (activity and progress) and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1952-1957)</p>	4.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter, except papers related to establishment of programs which will be retained indefinitely.)
435	<p><b>RETIREMENT CASE FILES</b></p> <p>Consists of case files maintained on Agency employees who have retired from the government service. Documents in these files are used by the Branch in processing each case and include SF 2801, Application For Retirement, Form 46-48, Notice of Approval of Disability Retirement Application, Medical Action Request and Report, etc. Record copies of pertinent document are filed in the Official Personnel Folder. Filed alphabetically by name. (1954-1957)</p>	.2	Temporary. Destroy 6 years after date of last action on case.
436	<p><b>DEATH BENEFITS AND CLAIMS FILES</b></p> <p>Consists of case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents include copies of Certificate of Death, Form 645, Statement of Death, SF 2800, Application For Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Record copies of pertinent documents are filed in the Official Personnel Folder. Filed alphabetically by name. (1954-1957)</p>	1.0	<p>Disposal not authorized by this schedule. (Place in file of completed cases upon final settlement of Claim; retire to Records Center upon accumulation of 1 cubic foot.)</p> <p><i>"Casualty/Emergency Report"</i></p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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437	<p><b>COMPENSATION CLAIMS FILES</b></p> <p>Consists of case files maintained on employees and dependents who have filed claims for compensation or medical treatment and includes a 3"x5" card index. Files contain reports and correspondence which document each claim and are used by the Branch to process claims for employees.</p> <p>a. Case Files. Containing Form 271, Employees Notice of Injury or Occupational Disease, C.A.4, Claim For Compensation or Account of Injury, etc. Case files on these claims are also maintained by the Bureau of Employees Compensation. Filed alphabetically by name. (1952-1957)</p> <p>b. 3"x5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1952-1957)</p>	<p>7.0</p> <p>.3</p>	<p>Disposal not authorized by this schedule. (Place in file of completed cases upon final settlement of claim; cut off completed case file at end of each year and transfer to Records Center 1 year thereafter.)</p> <p>Disposal not authorized by this schedule. Retain in current files area indefinitely.</p>
438	<p><b>CLAIMS STATUS OF PROCESSING FILE</b></p> <p>Consists of 5"x8" cards containing information on compensation claims such as date claim was filed and a chronological listing of all reports and correspondence received or prepared by the Branch. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name. (1952-1957)</p>	.3	Disposal not authorized. Retain in current files area indefinitely.

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439	<p>EMERGENCY/CASUALTY REPORT FILES</p> <p><i>Casualty/Emergency</i></p> <p>Consists of copies of Form 901, <del>Emergency</del> <del>Casualty</del> Report, containing information on employee emergency or casualty cases such as death, automobile accidents, or accidents sustained in the performance of duties. Information includes name of employee, date of emergency or casualty, circumstances relevant to the case, etc. These reports are used by the Branch to initiate appropriate action on each case. Filed alphabetically by name.</p> <p>(1954-1957)</p>	.2	Temporary. Place in appropriate case file upon initiation of claim, destroy all other 6 years after date of report.
440	<p>INJURY AND COMPENSATION REPORTS FILE</p> <p>Consists of copies of Form 271, Employees Notice of Injury or Occupational Disease, C.A. 4 Claim For Compensation on Account of Injury, and other C. A. Reports. These reports are prepared by or for the employee as a record of injury or illness and contain information on date of injury or illness, cause, nature, place of employment, etc. Filed numerically by report number.</p> <p>(1947-1957)</p>	2.0	Disposal not authorized. Place in appropriate case file upon initiation of claim; retire all others to Records Center when 3 years old.
441	<p>BEC SECURITY CLEARANCE FILE</p> <p>Consists of listings containing names of BEC employees who are security cleared to receive and process Agency compensation claims. File also contains memoranda pertaining to the clearances, requests for clearances, and reassignment of BEC employees. Filed chronologically.</p> <p>(1949-1957)</p>	.1	Temporary. Destroy each listing and related correspondence when all names on listing are cancelled.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
442	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p>DOCUMENTATION AND CORRESPONDENCE LOG</p> <p>Consists of 3"x5" cards used to record the receipt and dispatch of documents and correspondence pertaining to employee retirement, insurance status, unpaid salary compensation, etc. Filed alphabetically by name.</p> <p>(1954-1957)</p>	<p>SECRET</p> <p>.4</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>
443	<p>PERSONNEL FOLDER LOG</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of the Official Personnel Folders received by the Branch. Log contains name of employee, name of requester, disposition and date. File is arranged alphabetically.</p> <p>(1957)</p>	<p>.1</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
444	<p>COURIER RECEIPT FILE</p> <p>Consists of the original copy of Form 35-16 Courier Classified Mail Receipt, which was signed by the recipient at the time the material was received. Filed chronologically.</p> <p>(1956-1957)</p>	<p>.1</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
445	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, brochures, copies of BEC decisions on compensation claims, etc., maintained for reference purposes.</p>	<p>3.5</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
446	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	<p>7.5</p>	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p>SECRET</p>			

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Approved For Release 2005/11/21 : CIA-RDP80-00487A000100260001-4

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RECORDS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-06487A000100260001-4

SCHEDULE NO.

40-57

SECRET

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Office of the Chief

SIGNATURE

TITLE

C/MRD 6002.57

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
447	SUBJECT FILE  Consists of copies of correspondence, reports, studies, machine listings, and similar material pertaining to the procurement, assignment, administration, and disposition of Military Personnel. Filed alphabetically by subject. (1952-1957)	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
448	ACTIVITY REPORTS FILE  Consists of activity reports received from the Branches. These reports contain information on the status of projects, the Agency Reserve program, personnel in process, terminations, etc. Filed chronologically. (1955-1957)	.1	Temporary. Destroy when 1 year old.
449	SEMI-ANNUAL PROGRESS REPORTS FILE  Consists of semi-annual reports prepared for the Director of Personnel. These reports contain summarized information of the activities of the Division and outline progress, program plans, and objectives. Filed chronologically. (1954-1957)	.1	Temporary. Destroy when 2 years old.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-06487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
450	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1957)</p>	SECRET	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
451	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, handbooks, registers, etc. maintained for reference purposes.</p>	.5	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

RECORDS CONFIDENTIAL SCHEDULE 6  
Approved For Release 2005/11/21 : CIA-RDP75-00487A000100260001-4

SCHEDULE NO.

40-57  
CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Administrative Services Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
452	<p><b>SUBJECT FILE</b></p> <p>Consists of correspondence, survey reports, duty rosters, Special Service Reports and similar material pertaining to the administrative support activities of the Division. Filed by subject. (1951-1957)</p>	2.7	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
453	<p><b>UNIT FUNDS FILES (All Branches)</b></p> <p>Consists of vouchers, cancelled checks, bank deposit slips, bank statements, council books, minutes of council meetings, and similar types of material used to account for monies received for and expended from the Unit Funds. Filed organizationally by units. (1954-1957)</p>	.8	Temporary. Destroy 3 years after audit and clearance. (Cut off at end of each year; transfer to Records Center after annual audit.)
454	<p><b>CABLE FILE</b></p> <p>Consists of extra copies of incoming and outgoing cables maintained for convenience of reference. Official file copies are maintained by the appropriate area division of DD/P. Filed organizationally and chronologically thereunder. (1957)</p>	.7	Temporary. Destroy when 6 months old. (Maintain a 6-month level; thereafter destroy oldest month after filing current month.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
455	<p>NAME INDEX</p> <p>Consists of two sets of 1 5/8" x 4" cards, a true name card and a pseudonym card. Both cards contain a code number which serves as a cross-reference to a loose-leaf binder. The index is used for reference purposes in the receipt and dispatch of correspondence and cables. Filed alphabetically by name. (Current)</p>	.2	Temporary. Destroy both cards when cancelled.
456	<p>PROJECT CASE FILES</p> <p>Consists of case files maintained on the various projects conducted by the Agency utilizing military personnel. These files contain Planning Task Charts, Letters of Instruction, Activation Orders and related correspondence regarding procedures for the selection and assignment of personnel, utilization of backstops, pay and allowances, logistical support, etc. Filed alphabetically by project name. (1956-1957)</p>	.6	Permanent. Disposal not authorized by this schedule. (Combine material from the Manning and Personnel Branches with this file upon completion of each project. Place entire project in inactive file; cut off every other year and transfer to Records Center.
457	<p>LIAISON CONTACT FILE</p> <p>Consists of copies of Form 123, Request For Approval of Liaison, prepared by the Branch as requests to have non-CIA employees security cleared for liaison contact. These forms are forwarded to the Office of Security for action and returned to the Branch as notifications of approval or disapproval. Filed chronologically. (1956-1957)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
458	<p>REPORT OF SEPARATION FILE</p> <p>Consists of Form 971, Report of Separation, and the Interview Worksheet, prepared from information obtained while conducting pre-exit interviews. Form 971 is used to prepare the monthly Summary of Military Separations which is forwarded to the Statistical Reporting Branch to have the information included in the appropriate statistical report. Filed chronologically. (1952-1957)</p>	<p><b>SECRET</b></p> <p>2.5</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
459	<p>TOP SECRET LOG</p> <p>Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Consists of the office copy of Form 38-14. Filed chronologically. (1951-1957)</p>	<p>.1</p>	<p>Disposal not authorized. Retain in current files area indefinitely.</p>
460	<p>COMMUNICATIONS LOG</p> <p>Record of the receipt and dispatch of cables, dispatches, and other material received, except Top Secret. File also contains copies of Tracer Letters sent on classified documents for which signed receipts have not been returned. Filed chronologically. (1954-1957)</p>	<p>1.9</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
	<p><b>SECRET</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
461	<p>DOCUMENT RECEIPT FILES</p> <p>Consists of Registered Mail Receipts, DA Form 1204, and DD Form 646, Document Receipts, which were signed by the recipient at the time the material was received.</p> <p>a. Registered Mail Receipts. Filed chronologically. (1957)</p> <p>b. Document Receipts. Forms 1204 and 646. Filed chronologically. (1957)</p>	<p><b>SECRET</b></p> <p>.1</p> <p>.1</p>	<p>Temporary. Destroy when 1 year old.</p> <p>Disposal not authorized by this schedule. Retain in current files area indefinitely.</p>
462	<p>MAILING ADDRESS FILE</p> <p>Consists of 1 5/8" x 4" cards maintained on all military personnel assigned to Agency units. Cards contain individuals name, unit to which assigned, mailing address, and are used primarily to route and dispatch personal mail to the individual. Filed alphabetically by name. (Current)</p>	<p>.2</p>	<p>Temporary. Destroy when superseded or obsolete.</p>
463	<p>MPD MEMORANDUM FILE</p> <p>Consists of administrative issuances (Military Personnel Division Memorandum) prepared and issued by the Division to supplement the MDW Memorandums and the Office of Personnel Memorandums. Filed numerically by memorandum number. (Current)</p>	<p>1.0</p> <p><b>SECRET</b></p>	<p>Temporary. Destroy when superseded or obsolete.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
464	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p><b>SECRET</b></p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as Army and Air Force regulations, special orders, bulletins, training circulars, MDW Memorandums, etc., maintained for reference purposes.</p>	20.8	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

# RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

SCHEDULE NO. 40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Manning Branch.

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
465	<p>BRANCH SUBJECT FILE</p> <p>Consists of Congressional correspondence, correspondence with the Secretary of Defense, and other papers pertaining to the operation and administration of a program of procuring qualified military personnel; management of the JOT Program, compilation of military personnel statistics; and the coordination of activities on matters pertaining to military personnel. Filed alphabetically by subject.</p> <p>(1951-1957)</p>	2.4	Disposal not authorized. Retain in current files area indefinitely.
466	<p>NAVY SUBJECT FILE</p> <p>Consists of correspondence, reports, Navy publications, retained copies of travel orders, and related material accumulated in the administration of activities pertaining to the procurement and assignment of Navy and Marine Corps personnel. Maintained separately from the Branch Subject File. Filed numerically by The Navy filing manual.</p> <p>(1952-1957)</p>	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
467	<p>SECURITY CLEARANCE REPORTS FILE</p> <p>Consists of retained copies of Listings containing the names of individuals who have received full security clearances. Listings are submitted to Machine Records daily to have the names included in the appropriate machine listings. Filed chronologically. (1956-1957)</p>	.2	Temporary. Destroy when 3 months old.
468	<p>ACTIVITY REPORTS FILE</p> <p>Consists of retained copies of bi-weekly reports covering the activities of the Branch. Reports are submitted to the Division Chief and include statistics on the number of profiles prepared, separations from assigned duty, security initiations, requests for extension of tours of duty, etc. Filed chronologically (1955-1957)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
469	<p>MONTHLY STATISTICAL REPORTS FILES</p> <p>Consists of reports prepared on a monthly basis containing statistical information on reimbursable and non-reimbursable personnel, JOT training, unit strength and personnel assignments.</p> <p>a. Reimbursable and Non-Reimbursable Reports. Consisting of rosters and worksheets used to prepare monthly compilations which are forwarded to the Office of the Comptroller. Filed chronologically. (1954-1957)</p>	1.8	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
469	<p><u>MONTHLY STATISTICAL REPORTS FILE CONTINUED</u></p> <p>b. JOT Status Reports. Consists of reports prepared for the information of the Director of Training reflecting the present status of all JOT's participating in external training and who have not physically returned to CIA for duty. Filed chronologically. (1953-1957)</p> <p>c. Monthly Strength Reports. Consists of an unnumbered form containing an account by office of military personnel authorized, on duty, and in process. These reports are combined with a Summary of Military Strength By Service report and forwarded to the Statistical Reporting Branch to have the information incorporated in appropriate registers. Filed chronologically. (1952-1957)</p> <p>d. Report of Assigned Personnel. Consists of a report submitted to the Division Chief monthly reflecting current assignment, changes in assignment, etc., of Division personnel. Filed chronologically. (1953-1957)</p>	<p>.1</p> <p>.2</p> <p>.1</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p> <p>Temporary. Destroy when 1 year old.</p>
470	<p><u>MANNING TABLE FILES</u></p> <p>Consists of the official record copies of Agency Manning Tables showing authorized military strength, manpower utilization, and future requirements. Tables are prepared annually, one copy being submitted to the appropriate parent service. Filed chronologically. (1951-1957)</p>	.4	Permanent. Disposal not authorized. Retain in current files area indefinitely.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
471	<p><b>PROGRESS REPORTS FILE</b></p> <p>Consists of narrative reports, prepared semi-annually for the Division Chief. These reports contain summarized information taken from statistical and bi-weekly reports and may also contain a tabulation of processing cases initiated. Fitness Reports prepared, etc. Filed chronologically.</p> <p>(1953-1957)</p>	.1	Temporary. Destroy when 2 years old.
472	<p><b>PERSONNEL DATA CARD FILES</b></p> <p>Consists of two files containing cards prepared on military personnel who have been assigned to the Agency, recommended for an Agency assignment, or contacted for a possible Agency assignment. Cards are used to record information such as name, rank, qualifications, availability, initiation of processing, date returned to parent service, etc., and serve as a check against initiation of processing on previously disqualified personnel.</p> <p>a. 3x5 cards maintained on all military personnel recommended, contacted, or assigned. Filed alphabetically by name.</p> <p>(1952-1957)</p> <p>b. 5x8 cards maintained on Navy and Marine Corps personnel only, who are or have been, assigned to the Agency. Filed alphabetically by name.</p> <p>(1949-1957)</p>	<p>1.3</p> <p>.1</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
473	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1956-1957)</p>	SECRET .4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
474	<p>TABLE OF ORGANIZATION FILE</p> <p>Consists of copies of the Division T/O used for reference to authorized positions, position numbers, incumbencies, unit strength, etc. File also contains retained copies of Form 261, T/O Change Authorization, copies of requests for changes, and concurrences. Record copies of the T/O are maintained by the Position Evaluation Division. Filed chronologically. (1954-1957)</p>	.1	Temporary. Destroy each T/O and related correspondence upon receipt of current T/O.
475	<p>PERSONNEL REQUISITION AND REQUIREMENTS FILES</p> <p>Consists of personnel requisitions, reports, tabulations, and related material used to compile the Agency's military personnel requirements. These requirements are submitted to the Department of Defense on a fiscal year basis.</p> <p>a. Requisition File. Contains memorandums from the operating offices representing immediate personnel requirements. These memorandums are submitted to the Branch on an as-needed basis and usually specify desired rank, qualifications, etc. Filed numerically by requisition number. (Current)</p>	1.1	Temporary. Forward to Personnel Branch to be incorporated in the appropriate Agency Military Personnel Folder.
	SECRET		
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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475	PERSONNEL REQUISITION AND REQUIREMENTS FILE <u>CONTINUED</u>  b. Requirements File. Containing fiscal year requirements submitted by Operating Offices, correspondence to and from the Department of Defense on authorizations, justifications, approvals and disapprovals of the requirements, explanations for recommended increases, etc. Filed chronologically. (1951-1957)	1.0  <b>SECRET</b>	Place in file with related Manning Table (Item 470 and dispose of accordingly.)
476	PERSONNEL REQUISITION NUMBER REGISTER  Consists of a record of the control numbers assigned to personnel requisitions. Information includes requisition number, requesting division, date of request, desired rank, etc. A new register is prepared each quarter. Arranged chronologically. (1956-1957)	.3	Temporary. Destroy when 1 year old.
477	PHS TRANSMITTAL FILE  Consists of retained copies of form letters used to transmit Personal History Statements to the Office of Security for review. Filed chronologically. (1953-1957)	.4	Temporary. Destroy when 6 months old.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
478	<p>SECURITY INITIATION SUSPENSE FILE</p> <p>Consists of 3"x5" cards which serve as a tickler for follow-up purposes on processing cases for which Form 377, Request For Security Clearance, has been prepared. Filed chronologically by follow-up date. (Current)</p>	<p><b>SECRET</b></p> <p>.1</p>	<p>Temporary. Destroy when follow-up actions are completed.</p>
479	<p>STATUS OF PROCESSING FILE</p> <p>Consists of 5"x8" cards maintained for control and reference during various stages of processing. Cards contain control number assigned, approximately EOD, rank, results of polygraph, and similar information. Information from these cards may also be used in the preparation of Form 37-129, Cancellation of Applicant Processing, when appropriate. Filed alphabetically by name. (1954-1957)</p>	<p>.2</p>	<p>Temporary. Destroy 1 year after completion or cancellation of processing.</p>
480	<p>PROCESSING CANCELLATION FILE</p> <p>Consists of a loose-leaf binder containing retained copies of Form 37-129, Cancellation of Applicant Processing used in compiling information for statistical reports. File may also contain correspondence from the Office of Security concerning cancellations. Filed chronologically. (1953-1957)</p>	<p>.7</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4			
481	<p>SECURITY CORRESPONDENCE FILE</p> <p>Consists of correspondence to and from the Office of Security concerning requests for clearances, foreign relatives of employees, contemplated marriage of employees, pending cases, etc., used for reference purposes. Filed chronologically.</p> <p>(1956-1957)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
482	<p>PROCESSING FOLDER FILES</p> <p>Consists of case files on military personnel, JOT, and ROTC cases who are being security cleared and processed for possible assignment to the Agency. Folders include the personal history statement, profile, request for personnel action, request for security clearance, report of interview, and similar material. Documents from these folders become a part of the Official Agency Military Personnel Folder upon entrance on duty of the individual. Filed alphabetically by name.</p> <p>(Current)</p>	2.8	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> <li>1. Upon completion of processing and entrance on duty of individual forward to appropriate Agency Military Personnel Folder File.</li> <li>2. Upon cancellation of processing               <ol style="list-style-type: none"> <li>a. Place in inactive file.</li> <li>b. Screen annually and destroy those indicating a period of 2 years since date of last interest except those with a suspense notation for retention due to security or medical interest factors which will be retired to Records Center and destroyed when 15 years old.</li> </ol> </li> </ol>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4		
483	<p>AGENCY MILITARY PERSONNEL FOLDER FILE (Navy, Marine Corps)</p> <p>Consists of the official Agency military personnel folders containing papers which document the affiliation of Navy and Marine Corps personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name.</p> <p>(Current)</p>	<p><b>SECRET</b></p> <p>7.5</p>	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> <li>Upon termination of assignment for individuals not converted to staff employee status - -               <ol style="list-style-type: none"> <li>File folders alphabetically by name in an inactive file.</li> <li>Cut off inactive file at end of each year and transfer to Records Center, 2 years thereafter.</li> <li>Destroy at the Records Center, 75 years after birth of employee or 60 years after date or earliest document in the folder, if date of birth cannot be ascertained, provided employee has been separated for at least 5 years.</li> </ol> </li> <li>Upon termination of Agency assignment and conversion to staff employee status sterilize documents in folders and forward to Records and Services Division to be included in the Official Personnel Folder File.</li> </ol>
484	<p>MILITARY PERSONNEL STATUS CARD FILE</p> <p>Consists of Form <del>37-1</del><sup>978</sup>, Military Status Card, prepared on all military personnel assigned to the Agency. Cards are maintained in three categories: On requisition; in processing; and on duty. This file is used for follow-up purposes in notifying area division of expiring assignments and provides statistical data for the reimbursable and non-reimbursable report, the monthly strength report, and activity reports. File arranged organizationally and alphabetically by name thereunder.</p> <p>(1952-1957)</p>	<p>1.2</p>	<p>Temporary. Destroy when 2 years old. (Place in inactive file upon termination of assignment; cut off inactive file at end of each year and destroy 2 years thereafter.)</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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485	<p>ASSIGNMENT EXPIRATION AND EXTENSION FILE</p> <p>Consists of a loose-leaf binder containing information on expiration assignments, and assignments for which extensions have been requested. File contains copies of the Notification of Tour of Duty Expiration that were submitted to the operating offices, and correspondence to and from the parent services regarding requests for extensions and the approvals or disapprovals of the requests. Filed alphabetically by name. (1952-1957)</p>	<p><b>SECRET</b></p> <p>.4</p>	<p>Temporary. Destroy 1 year after termination of assignment.</p>
486	<p>CLASSIFIED DOCUMENT RECEIPT FILE</p> <p>Consists of DD Form 646, Classified Document Receipt, which was signed by the recipient at the time the material was received. Filed chronologically. (1957)</p>	<p>.1</p>	<p>Disposal not authorized by this schedule. Retain in current files area indefinitely.</p>
487	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, Navy Bulletins, correspondence manuals, Army Registers, and similar reference material.</p>	<p>12.4</p> <p><b>SECRET</b></p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

RECEIVED 6 JAN 1956  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001 4

**SECRET**

SCHEDULE NO.

40-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Military Personnel Division, Personnel Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
488	<p><b>BRANCH SUBJECT FILES</b></p> <p>Consists of individual files maintained by the Army and Air Force Sections of the Branch. Files contain correspondence, reports, and related material accumulated in the general administration of the activities of the Sections.</p> <p>a. Army Section. Consists of correspondence on the 6 months military training program, lists of personnel back-stopped by the various units, processing of new employees, and similar material. Filed alphabetically by subject. (1952-1957)</p> <p>b. Air Force Section. Consists of copies of Airmen's Linguist Reports, correspondence on flying status, promotion and demotion, assignment, etc. Filed numerically by the Air Force filing system. (1954-1957)</p>	<p>1.5</p> <p>2.8</p>	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
489	<p><b>MORNING REPORT FILE</b></p> <p>Consists of DA Form 1, and AF Form 183, which serve as daily accountings for all military personnel of each unit. These reports provide continuous certified strength and status statistics which are forwarded to the parent organizations as required by regulation.</p> <p>a. Morning Reports prepared by reporting field units, used in preparing the combined report for all units. Filed chronologically. (1956-1957)</p> <p>b. Retained copies of reports submitted to the parent organizations. Filed chronologically. (1956-1957)</p>	<p><b>SECRET</b></p> <p>.5</p> <p>1.1</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)</p>
490	<p><b>MORNING REPORT DATA RECORDS</b></p> <p>Consists of Form <del>37-87</del><sup>1072</sup>, AF Form 1123, and AF Form 1124, used in the preparation of and as a supplement to the morning report. Forms contain information such as service number, current rank, present assignment, location, allotment number, and similar information needed in the daily accounting of personnel. Arranged by rank and alphabetically by name thereunder. (1951-1957)</p>	<p>2.0</p>	<p>Temporary. Destroy 6 months after separation of the individual.</p>



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491	<p><b>ACTIVITY REPORTS FILE</b></p> <p>Consists of bi-weekly reports covering the activities of the individual Sections and summary reports covering the activities of the Branch. Reports include statistics on personnel returned from overseas, personnel reporting for duty, time expended on projects, etc. Filed chronologically.</p> <p>a. Section Reports (1955-1957)</p> <p>b. Branch Reports (1955-1957)</p>	<p><b>SECRET</b></p> <p>.1</p> <p>.1</p>	<p>Temporary. Destroy when 3 months old.</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
492	<p><b>MONTHLY REPORTS FILES (AIR FORCE)</b></p> <p>Consists of reports prepared at prescribed intervals (usually monthly) containing statistics on various personnel activities such as Report of Airmen Currently in Flying Status, Report of Military Personnel Stationed In The Washington, D. C. Area, Ground Accident Summary, General/Colonel Status Report, etc. Original copies of these reports are forwarded to the Commander, Headquarters Command, USAF. Filed chronologically. (1956-1957)</p>	.4	Temporary. Destroy each report when 2 years old.
<p><b>SECRET</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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493	<p>ADMINISTRATIVE ORDERS FILE</p> <p>Consists of administrative orders such as General Orders, Special Orders, TAG Orders, and a 3"x5" index. These orders are originated by both this Branch and the Adjutant General's Office and serve as the documentation for official travel of both civilian and military personnel, assignments to active duty, shipment of household effects, promotion, special assignments, etc. Copies of these orders are submitted to the appropriate services.</p> <p>a. Administrative Orders. Arranged organizationally and numerically thereunder. (1954-1957)</p> <p>b. 3"x5" card index. Used as a reference to the order effecting travel of each individual. Filed alphabetically by name. (1954-1957)</p>	<p><b>SECRET</b></p> <p>5.7</p> <p>.6</p>	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p> <p>Temporary. Destroy upon completion of travel.</p>
494	<p>SPECIAL ORDERS LOG</p> <p>Consists of a loose-leaf binder used to assign control numbers to Special Orders prepared by the Branch. Log contains the order number, date, personnel covered by the order, and purpose of the order, Arranged chronologically. (1956-1957)</p>	.1	Place with related Special Orders and retire to Records Center.
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495	<p>PROCEDURES FILE</p> <p>Consists of the operating procedures established for the various Agency military units. Procedures include information on the mission and functions of the units, type of travel orders necessary for personnel in the units, cover, necessary documentation, etc. Arranged numerically by unit number. (Current)</p>	.5	Permanent. Disposal not authorized. Retire procedures for each unit to Records Center 1 year after procedures are superseded or become obsolete.
496	<p>MILITARY PERSONNEL FOLDER FILES (Army, Air Force)</p> <p>Consists of the official personnel folders for military personnel assigned to the Agency. Files contain both the folders prepared and maintained by the Agency (Agency Military Personnel Folders) and those forwarded from the parent services. (Field Personnel Records or 201 Files.)</p> <p>a. Field Personnel Records or 201 Files comprising current case histories of the individuals and papers which document their military service. Filed alphabetically by name. (Current)</p> <p>b. Officers Command Personnel Records, Air Force Officers only. Contains documents and papers normally maintained at the level determined by the Commander of a major air command. Filed alphabetically by name. (Current)</p>	<p>22.1</p> <p>10.0</p>	<p>Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.</p> <p>Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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496	MILITARY PERSONNEL FOLDER FILES (Army, Air Force) <u>CONTINUED</u>	SECRET	
	<p>c. Agency Military Personnel Folders comprising papers which document the affiliation of Army and Air Force personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name. (Current)</p>	44.7	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> <li>1. Upon termination of assignment for individuals not converted to staff employee status - -               <ol style="list-style-type: none"> <li>a. File folders alphabetically by name in an inactive file.</li> <li>b. Cut off inactive file at the end of 6 months and transfer to Records Center 6 months thereafter.</li> <li>c. Destroy, at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated for at least 5 years.</li> </ol> </li> <li>2. Upon termination of Agency assignment and conversion to staff employee status sterilize documents in folder and forward to Records and Services Division to be included in the Official Personnel Folder File.</li> </ol>
497	<p>MILITARY TRAINING PROGRAM FILES</p> <p>Consists of case files maintained on Agency employees who are participating in the Military Training Program. Files contain information such as the sponsoring Agency component, individual's military status, duty station, obligations to the Agency and correspondence to and from the individual while in the training program. Copies of appropriate documents are filed in the Official Personnel Folder. Filed alphabetically by name. (1955-1957)</p>	1.0	<p>Temporary. Destroy when 1 year old. (Place in inactive file upon completion of training; cut off inactive file at end of each year and destroy 1 year thereafter.)</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
498	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p> <p>PROCESSING DATA CARD FILE</p> <p>Consists of 5"x8" cards prepared on personnel being processed for possible assignment to the Agency. Completed processing steps are noted on these cards which are used as a reference to the processing status of each case. Filed alphabetically by name. (1956-1957)</p>	<p>SECRET</p> <p>.6</p>	<p>Temporary. Destroy upon completion of processing.</p>
499	<p>IMPREST FUND FILE</p> <p>Consists of retained copies of Form 33-16, Accounting By Individual For Advance, loan registers, listings, and related material reflecting accountability for monies loaned from <del>the</del> repaid to the fund on a monthly basis. This file contains information on funds available to personnel for emergency use. Filed chronologically. (1952-1957)</p>	<p>.4</p>	<p>Temporary. Destroy 2 years after audit.</p>
500	<p>MILITARY PAY AND ALLOWANCES FILE</p> <p>Consists of DD Form 114, Military Pay Order, Form DD 115, Military Payroll Money List, and DD Form 117, Military Payroll Money List And Certification Sheet, used to account for and effect changes in the pay status of Army and Air Force Personnel.</p> <p>a. DD Form 114, retained copies. Originals were forwarded to Army Finance as notifications of changes in pay status. Filed chronologically. (1955-1957)</p>	<p>.3</p>	<p>Temporary. Destroy 1 year after close of pay period to which they pertain.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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500	MILITARY PAY AND ALLOWANCES FILE <u>CONTINUED</u>  b. DD Form 115 and DD Form 117 received monthly for Air Force Personnel. Changes in pay status are recorded on 1 copy of Form 115 and returned to the Air Adjutant General's Office. Filed chronologically. (1955-1957)	<b>SECRET</b> .2	Temporary. Destroy 6 months after close of pay period to which they pertain.
501	PERSONNEL ROSTERS  Consists of machine listings received monthly from the 7th Machine Records Unit Pentagon, containing rosters of Army and Air Force personnel assigned to the Agency. These rosters are used to authenticate strength figures. Authorized changes are recorded on one copy and returned to the Machine Records Unit. Filed chronologically. (1957)	.2	Temporary. Destroy when 3 months old.
502	PAY RECORD INFORMATION CARD FILE  Consists of 3"x5" cards containing payroll information on enlisted Army personnel. Cards are used in answering inquiries directed to the Branch such as date the individual reported for duty, effective date of longevity, allotments, etc. Filed alphabetically by name. (1955-1957)	.1	Temporary. Destroy when no longer needed for reference.
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503	<p>ARRIVAL AND DEPARTURE REGISTERS</p> <p>Consists of AGASF Form 647, Officer's Register, and AF Form 1323, Sign In/Out Morning Report Register, maintained as a record of the arrival, departure, destination, and similar data pertaining to military personnel. Filed chronologically.</p> <p>(1953-1957)</p>	<p><b>SECRET</b></p> <p>.2</p>	<p>Temporary. Destroy when 1 year old.</p>
504	<p>DISPATCH FILE</p> <p>Consists of copies of incoming and outgoing dispatches and Form 44d Abstract File Slip. The dispatches served as transmittals for special orders, profiles, MPD Memorandums, etc., and Forms 44d serves as a log for the dispatches.</p> <p>a. Dispatches. Incoming and outgoing are maintained separately. Filed chronologically.</p> <p>(1953-1957)</p> <p>b. Form 44d. Filed chronologically.</p> <p>(1955-1957)</p>	<p>2.0</p> <p>.1</p>	<p>Temporary. Destroy when 6 months old.</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
<p><b>SECRET</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100260001-4</p>			

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505	AIRMEN'S PROFICIENCY TEST FILE  Consists of test booklets, answer sheets, instructions, and similar material used in administering Airmen's Proficiency Tests. (Current)	1.3	Temporary. Destroy when superseded or obsolete.
506	REFERENCE PUBLICATIONS FILE  Consists of published material such as CIA Regulations, Army and Air Force Regulations, MPD Memorandums, post reports, etc., maintained for reference purposes.	9.6	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Reserve Affairs Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
507	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, pay scales, training schedules, and similar material used in administering the Agency's reserve program. This program involves the implementation of reserve training courses and the coordination of reserve activities with the Department of Defense and the Agency Mobilization Staff. No arrangement.</p> <p>(1951-1957)</p>	3.7	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter except current policies and procedures which will be placed in current file.
508	<p>ACTIVITY REPORTS FILE</p> <p>Consists of copies of bi-weekly reports submitted to the Chief, Military Personnel Division. These reports summarize the activities of the Branch and contain statistics on briefings conducted, personnel participating in training courses etc. Filed chronologically.</p> <p>(1955-1957)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
509	<p>MONTHLY STRENGTH REPORT</p> <p>Consists of the Monthly Report of Assigned Personnel submitted to the Chief, Military Personnel Division, reflecting authorized and assigned reserve strength for the month. Filed chronologically.</p> <p>(1955-1957)</p>	.1	Temporary. Destroy when 1 year old.
510	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference.</p>	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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511	RESERVE PERSONNEL FOLDER FILE  Consists of case files containing papers pertaining to the reserve status of employees and their participation in the Agency's reserve program. Folders are used in the administration of the activities of the reservists. Documents and other actions affecting reserve status are retained by the parent services. Filed alphabetically by name.  (Current)	10.5	Temporary. Dispose of in the following manner: 1. For personnel assigned to field stations File folder alphabetically in a file pending return of the individual: 2. For personnel discharged from the reserve program - -  a. File folder alphabetically by name in an inactive file. b. Cut off inactive file at end of each year and destroy 1 year thereafter.
512	MANNING TABLE FILE  Consists of the Official Agency copies of Manning Tables (Table of Distribution) reflecting authorized reserve strength, utilization, position changes, authority for position changes, and similar information. Tables are prepared by the Branch, authenticated by the service and returned to the Branch. Filed chronologically.  (1957)	.1	Upon receipt of revised Manning Table forward obsolete Table to Manning Branch and incorporate with item 470.
513	RESERVE ATTENDANCE ROSTERS  Consists of retained copies of AF Form 40, AF Form 40a, and DA Form 1379, prepared by the Branch as attendance records covering authorized training assemblies. These forms contain the names of those reservists attending meetings and are forwarded to the parent services weekly or monthly as appropriate. Filed chronologically.  (1954-1957)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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514	<p>RETIREMENT AND RETENTION POINT RECORD</p> <p>Consists of DA Form 1381, and Form 3097 used to record reserve stations, points earned for attendance of meetings, active duty tours and extension course enrollement. This information is furnished to the parent services weekly. Filed alphabetically by name. (1956-1957)</p>	.1	Temporary. Upon discharge of individual from reserve program place card in related personnel folder (Item 511) and dispose of accordingly.
515	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of reserve personnel and statistical information on reserve categories, civilian occupations, etc., maintained for reference purposes. (1956-1957)</p>	.1	Temporary. Destroy upon receipt of new listings.
516	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, Reserve Newsletters, Operations and Training Handbooks, and similar reference material.</p>	11.7	Temporary. Destroy when no longer needed for reference purposes.

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